

# Muhammad Touseef

## Data Assistant

Moh: Gate Kanerian Wala Street Nalay Wali House no 83,  
City D.I. Khan, Pakistan.

0346-7867421  
mtouseefmtouseef@yahoo.com

---

### Summary

Entry-level data analytics professional; recently completed the Google Data Analytics Professional Certificate. Excellent understanding and proficiency of platforms for effective data analyses, including SQL, Google Sheets, Excel, Tableau, SPSS, and R. Strong communication, organizational, and analytical skills.

---

### Experience

#### Google / Data Analytics Professional Certificate

March 2023 - September, Online

Completed extensive six-month job-ready Google Career Certificate training. Demonstrated hands-on experience with data cleaning, data visualization, project management, interpreting and communicating data analytics findings. Confidence in transforming complex data into actionable and clear insights. Fluency in computer programming languages and a solid understanding of databases.

#### Nadra / Tehsil Support Officer

January 2023 - April 2023, Dera Ismail Khan, KPK

A Tehsil Support Officer is responsible for coordinating and facilitating government project **DIGITAL CENSUS** and services at the tehsil (sub-district) level. Their duties include assisting citizens with inquiries, managing administrative and IT related tasks, and ensuring efficient delivery of government initiatives within their assigned tehsil.

#### Excise & Taxation Office / Computer Operator

June 2016 - May 2017, Dera Ismail Khan, KPK

A Computer Operator manages and operates computer systems, ensuring they run smoothly and efficiently. They perform tasks like data entry, routine maintenance, and troubleshooting to ensure uninterrupted computer operations.

#### Utility Store & Corporation / Computer Operator

January 2010 - December 2012, Dera Ismail Khan, KPK

A Computer Operator manages and operates computer systems, ensuring they run smoothly and efficiently. They perform tasks like data entry, routine maintenance, and troubleshooting to ensure uninterrupted computer operations.

---

## Education

### **Gomal University / MCS**

September 2013 - February 2016, Dera Ismail Khan, KPK

### **Govt Degree College No 2 / B.sc Computer Science**

October 2010 - April 2012, Dera Ismail Khan, KPK

### **Govt Degree College No 2 / F.sc (Pre-Engineering)**

September 2008 – August 2010, BISE Dera Ismail Khan, KPK

### **Centennial Model High School / Matric**

April 2006 – June 2008, BISE Dera Ismail Khan, KPK

### **College of Information Technology / DIT**

March 2012 – April 2016, BTE Peshawar, KPK

---

## Awards

The Google Data Analytics Certificate is awarded to individuals who have successfully completed a comprehensive program in Data Analyst. This certification acknowledges their proficiency in data analysis tools and programming languages such as Excel, R, SQL, Statistical analysis SPSS, and data visualization tools like Tableau or Power BI.