

## Saad Bin Aamir

**Dedicated linkages Officer with a strategic mindset, adept at fostering connections, and committed for engagement and development.**

H/No: 338, Muslim Town 3, Sargodha Road, Faisalabad • +92 306 76 71 628 • saadbinamir19@gmail.com



I am writing to express my interest in the Data Analyst position as advertised. With a background in organizational development and a keen eye for data analysis, I am excited about the opportunity to contribute to your team and support the vital work of the polio program.

During my tenure at TUF, I immersed myself in various facets of organizational development, honing my skills in coordination and operational efficiency. I played a pivotal role in ensuring the seamless functioning of departmental operations, thereby facilitating the achievement of our strategic objectives. My experience has instilled in me a deep understanding of creating linkages and the importance of fostering lasting connections within the university community.

I am particularly drawn to the prospect of leveraging my analytical skills and experience to address the challenges outlined in the Data Analyst role. My experience aligns closely with the responsibilities outlined in the job description, including:

1. **Collecting and organizing data:** I have a proven track record of gathering and structuring complex datasets of Alumni office, ensuring accuracy and reliability.
2. **Analyzing data:** I am proficient in using statistical techniques and software such as R, Python, and SPSS to derive actionable insights from data.
3. **Creating reports and visualizations:** I have experience in developing comprehensive reports and visualizations to effectively communicate findings to stakeholders.
4. **Participating in designing studies:** I have contributed to designing research studies and surveys aimed at assessing the efficacy and safety of interventions.

Furthermore, my capacity building skills, demonstrated ability to work collaboratively in team environments, and positive attitude towards tackling new challenges align well with the competencies sought for this role.

I am confident that my expertise in statistical modeling techniques, proficiency in data analysis tools like R-Studio, Tableau, and Power-Bi, as well as my familiarity with GIS software such as ARC Map/QGIS, make me a strong candidate for this position.

I am eager to further discuss how my qualifications align with the specific needs of United Nations and how I can contribute to the success of your polio program. I am available for a virtual meeting at your earliest convenience and can be reached at 92 306 76 71 628 or via email at saadbinamir19@gmail.com

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to the esteemed company and am excited about the possibility of growing both personally and professionally within your organization

Sincerely,  
Saad Bin Aamir.

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### **Professional Experience**

Oct 2021- **Coordinator Data Analytics Placement Bureau of The University of Faisalabad (TUF),**

till date **Faisalabad.**

- Established and cultivated strategic linkages with external stakeholders, including businesses and professional organizations, to enhance the curriculum and broaden opportunities for students. Utilized data analysis to identify key industry trends and demands, aligning curriculum enhancements with industry needs and optimizing student employability.
- Collaborated in formulating and implementing a strategic departmental plan. Leveraged data-driven insights to inform strategic decision-making processes, ensuring alignment with departmental objectives and optimizing resource allocation.
- Contributed to the development of a structured approach for graduating students and alumni, aligning academic pursuits with their immediate and long-term goals. Utilized data analysis to track student career paths and outcomes, informing the development of tailored career development programs and resources.
- Pioneered the organization of the inaugural Job Fair at The University of Faisalabad. Utilized data analysis to identify target employers and industries, optimizing participant engagement and ensuring the success of the event.
- Facilitated the successful execution of the first Alumni Meet in the university's history. Leveraged data analysis to identify and engage alumni networks, maximizing attendance and fostering meaningful connections between alumni and current students.
- Orchestrated fifty plus recruitment drives spanning the period from 2021 to 2024. Utilized data analysis to identify recruitment trends and strategies, optimizing recruitment drive effectiveness and ensuring a diverse range of employment opportunities for students.
- Conducted sixty plus seminars and workshops to provide comprehensive career counseling for students. Leveraged data analysis to tailor counseling sessions to student needs and preferences, maximizing engagement and effectiveness.
- Fostered effective communication between students, businesses, and professional organizations to optimize employment opportunities for The University of Faisalabad students. Utilized data analysis to identify communication channels and strategies, facilitating seamless information exchange and enhancing student access to employment opportunities.

### **Education**

2021

**Bachelors of Computer Sciences**

**The University of Faisalabad, Faisalabad, Pakistan.**

### **IT Skills**

- MS Word and MS Office.

### **ADDITIONAL INFORMATION**

- Nationality: Pakistani, Date of Birth: 23<sup>rd</sup> Mar 1999.
- Interest in: Traveling, Table Tennis, History and Debating.

### **References**

<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Contact No.</u></b>	<b><u>Email</u></b>
Mr. Omer Farooq Qureshi	Manager Placement Bureau at TuF	+923215721448	manager.placement@tuf.edu.pk
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