



Salman Khan

Data Analyst

Motivated and analytical professional with experience in evaluating dashboards and developing KPI reports. Strong ability to discover and synthesize information and communicate findings clearly and concisely in support of business initiatives. Strong critical thinking skills, able to analyze data, identify patterns, and extract actionable insights and information from multiple sources.

Contact

Phone

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Email

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Address

Wah Cantt, Punjab, Pakistan

Education

2016

BS Software Engineering

International Islamic University
Islamabad, Pakistan

Expertise

- Data Analysis
- Data Visualization
- Data Validation
- MS Excel
- Arc GIS
- Power BI
- Data Management
- MS Powerpoint
- SPSS
- Team Management

Language

English

Urdu

Hobbies

Photography

Video Editing

Travelling

Experience

Oct 2022 - Present

Chip Training & Consulting Pvt. Ltd, Islamabad

Data Analyst

- Responsible of making Database of PTPP & CBV WHO Project on MS Excel
- Responsible to share the Staff details for Salary Invoice. Report.
- Provide Staff Deployment and Attendance Report of Employees
- Perform Data Analysis and Reporting on all data of system
- Responsible to share Turnover Analysis, Appraisal Report, Salary Adjustment Report to Senior Manager.
- Check all Data Queries in HRIS system

Nov 2021 - Oct 2022

Telenor Pakistan, Islamabad

Data Analyst / Reporting Analyst

- Produced monthly reports using advanced Excel spreadsheet functions.
- Created various Excel documents to assist with pulling metrics data and presenting information to stakeholders for concise explanations of best placement for needed resources.
- Extracted and interpreted data patterns to translate findings into actionable outcomes.
- Used statistical methods to analyze data and generate useful business reports.
- Ensure timely update on business for team and management review via dashboards & reports
- Responsible to share the Dashboard on MS Excel and MS PowerPoint of BVS Devices.
- Ability to build strong relationships with other teams: Pricing, Finance, Brands, CRM & BI Teams to ensure operational excellence in executing overall segment strategy.
- Provide campaign reporting, analysis, and insights.
- Effectively managed stakeholders and incidents to resolve the critical complaints with an on time resolution plan.
- Create various ad-hoc reporting and analysis.

Sep 2018 - Apr 2021

MicroMerger (Pvt.) Ltd. , Islamabad

District Coordinator

- District Coordinator must have the micro plan of the assigned district to plan out the task of DEO's as per the expected tally sheets of each day.
- Maintain and update reports on time required by Focal Person and Project Manager for sharing to officials.
- Any report preparation ordered by Focal Person or Project Manager.
- Create Dashboards and different reports on weekly and monthly basis.
- Creating and managing the documentation i.e. department SOPs, Plans, and SLAs

Jan 2017 - Aug 2018

MicroMerger (Pvt.) Ltd. , Islamabad

Data Analyst / Team Lead

- Responsible to share the Dashboard on MS Excel and MS PowerPoint.
- Responsible to share Trend Analysis and also progress of each indicator by using Bar Graphs & Pie Charts using MS Excel.
- Responsible for Miscellaneous Reporting and also reporting via mapping through Arc GIS as well.
- Maintain and update reports on MS PowerPoint on time required by Focal Person and Project Manager for sharing to officials.
- Troubleshooting and managing technical issues and queries related to data.