

Muhammad Anis, Data Analyst

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SUMMARY

Dynamic Business Data Analyst with over two years of experience in management and computer operations. Proficient in data analysis and optimization techniques, complemented by a degree in Computer Software Development. Successfully enhanced departmental communications and streamlined processes, demonstrating a strong ability to improve efficiency. Skilled in utilizing software solutions for data-driven decision-making. Ready to leverage expertise in data analysis to provide actionable insights and substantial value to drive success in data-driven projects.

WORK EXPERIENCE

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|-------------------|--|---------------------------|
| 12/2022 – Present | Management Assistant, Assistant manager | Riyadh, SA |
| | <ul style="list-style-type: none">• Facilitated effective communication between management and subordinates, ensuring timely exchange of information and follow-up on assignments.• Assisted in budget preparation by compiling relevant data on costs and revenues.• Managed incoming calls, efficiently directing callers to the appropriate department or employee.• Composed email messages, memos, and business letters for management while proofreading documentation to guarantee error-free correspondence.• Answered phone inquiries and routed voicemails to respective employees.• Researched new technologies that could enhance organisational efficiency.• Maintained contact lists, prepared presentation materials, and tracked departmental expenses.• Organised meetings and conferences, scheduled appointments, and coordinated travel itineraries for senior managers.• Promoted and enhanced internal communication across departments. | |
| 04/2022 – 11/2022 | Construction Worker, Worker | Islamabad, Pakistan |
| | <ul style="list-style-type: none">• Collaborated effectively as a lead or assisting team member to enhance customer satisfaction.• Applied trowels and floats to smooth and finish freshly poured cement or concrete.• Prepared construction sites by clearing hazards to ensure a safe working environment.• Executed carpentry tasks and installed crown moulding and wood flooring according to customer specifications.• Upheld high standards of quality workmanship and routinely conducted thorough checks on work. | |
| 10/2020 – 12/2021 | Computer Operator, Operator | Lahore, Pakistan |
| | <ul style="list-style-type: none">• Cooperated with IT staff members to troubleshoot complex user-related problems.• Implemented testing strategies aimed at improving systems, databases, and processing techniques.• Employed manual and automated tools to assess system performance under varying operating conditions.• Documented installation and configuration procedures to ensure maintenance and replicability.• Monitored system performance, diagnosing issues and presenting technical solutions.• Evaluated, analysed, and proposed software solutions tailored to specific project needs. | |
| 01/2019 – 06/2020 | Office Assistant, Assistant | Lahore Pakistan, Pakistan |
| | <ul style="list-style-type: none">• Maintained business records by diligently updating customer information.• Collected and entered payment data into systems while upholding complete confidentiality and accuracy.• Executed data entry tasks into various computer systems with precision and efficiency.• Distributed incoming mail to the designated recipients throughout the office.• Responded to incoming calls professionally, directing callers to the appropriate personnel.• Oversaw calendars and scheduled appointments based on availability and workload.• Prepared meeting agendas, participated in meetings, and recorded and transcribed minutes. | |

EDUCATION

<u>2020 – 06/2022</u>	International College Lahore Computer Software Development	Lahore
<u>2019 – 05/2021</u>	Government College Lahore Associate of Science Computer And Information Sciences	Lahore, Pakistan
<u>2021 – 04/2022</u>	GC University Islamabad GED	Islamabad, Pakistan
<u>2021 – 03/2022</u>	Government College Lahore High School Diploma	Lahore, Pakistan

SKILLS

Timesheel Processing	Paperwork Drafting
PaymentVerification	MaikManagement
MaikHandling	Logistical Planning
Project Planning	Customer Engagement
Client Relationships	Meeting Facilitation
Business Management	Office Administration
Business Writing	Business Administration
Business Correspondence	Writing
Travel Planning	Support:Servi
Proofreading	Motivational LeaderShip
Relationship:Building	AdministrativesTasks
Report Generation	Business Communications
Talent Acquisition	Data Management
Payment Processing	Teamwork
Data Analysis	Data Reporting
Data Integrity	Trend Analysis
Process Improvement	Computer Science

LANGUAGES

<u>Punjabi (First Language)</u>	<u>English (B1)</u>
<u>Arabic (Intermediate)</u>	<u>Hindi (C2)</u>
<u>Spanish (Upper Intermediate)</u>	