

MUHAMMAD TALHA ALI

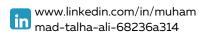
ACCOUNTS AND OPERATIONS SPECIALIST WITH DATA ANALYSIS SKILLS

Detail-oriented professional with 8+ years of experience in accounts and sales operations. Skilled in analyzing sales and financial data to drive reporting accuracy and business insights. Proficient in Excel (PivotTables, Charts, Data Cleaning VLOOKUP), SQL, Power BI, Power Query, Sales Dashboards, and reconciliations. Looking to transition into a dedicated Data Analyst role..

CONTACT (



□ +92-308-9123598



EDUCATION



Allama Igbal University

Bachelor of Commerce 2019-2023

GPA 3.0

CERTIFICATES



Career Essentials in Data Analysis by Microsoft and LinkedIn 2024

Skills coverd: Dashboards, Microsoft Power Query, Data Visualization, Data Analysis. Microsoft Power Bl

Introduction to Career Skills in **Data Analytics**

Skills coverd: Data Analytics · Tech Career Skills

Learning Data Analytics: 1 Foundations

2024

Skills coverd: Microsoft Power Query · Data Analytics, Excel

Learning Data Analytics: Extending and Applying Core Knowledge

Skills coverd: Microsoft Power Query · Data Analytics

Foundations of Microsoft Excel Dashboards, Data Analysis and Visualization 2024

Skills coverd: Dashboards · Data Visualization · Data Analytics · Microsoft Excel

WORK EXPERIENCES



Winner Foods Pvt Ltd

- Sales Operations Specialist
- March 2020 Present

Lotte Kolson Pvt Ltd

- Regional Sales Coordinator
- Feb 2017 December 2019

New National Traders

- Assistant Head of Accounts
- Feb 2016 January 2017

Multan, Pakistan

Key Skills: Sales Operations, Team Management, Project Managment, Data Cleaning, Data Analysis & Visualization, Dashboards, CRM, ETL, Pyroll Administration, Power BI, Power Query, **Excel Experties**

Multan, Pakistan

Key Skills: Sales Operations, CRM, Data Analysis, Orcale, Accounting, Inventory Managment, HR Administration, Microsoft Excel, Dashboards

Multan, Pakistan

Key Skills: Accounting, Book Keeping, Invoicing, Balance Sheet, Attendance Managment, Pyroll Preperation, Reporting, Document Handling, Microsoft Excel, Word

EXPERTISES & SKILLS 🥋



- Experience in streamlining workflows, SOP implementation, and resource coordination
- Ability to create clear and effective visual representations of data like Dashboards, Pivot tables, charts using tools like Advance Excel or Power BI, helping stakeholders understand complex data insights
- Advanced skills in Microsoft Excel, Power Query & Power BI for data analysis, including the use of functions, pivot tables, and data modeling
- ★ Strong knowledge of SQL (Structured Query Language) for querying and managing databases, allowing analysts to extract and manipulate data efficiently
- Coordination between finance, sales, supply chain, and HR. Assiting in salary disbursement, employee reimbursements and payroll reconciliations
- Managing invoicing, vendor payments, billing cycles, maintaining accurate ledger entries, adjusting journal entries, daily cash flow, bank reconciliations.
- Ability to manage all financial reports, balance Sheet & ledgers, process sales transactions, prepared payroll manual or by software such as HR suites
- Strong verbal and written communication skills to present findings effectively to non-technical stakeholders, ensuring that insights are understood and actionable.