



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

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EDUCATION

Allama Iqbal University

Bachelor of Commerce

2019-2023

GPA 3.0

CERTIFICATES

Career Essentials in Data Analysis by Microsoft and LinkedIn 2024

Skills covered: Dashboards, Microsoft
Power Query, Data Visualization, Data
Analysis, Microsoft Power BI

Introduction to Career Skills in Data Analytics 2024

Skills covered: Data Analytics · Tech Career
Skills

Learning Data Analytics: 1 Foundations 2024

Skills covered: Microsoft Power Query ·
Data Analytics, Excel

Learning Data Analytics : Extending and Applying Core Knowledge 2024

Skills covered: Microsoft Power Query ·
Data Analytics

Foundations of Microsoft Excel Dashboards, Data Analysis and Visualization 2024

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

WORK EXPERIENCES



Winner Foods Pvt Ltd

Multan, Pakistan

- Sales Operations Specialist
- March 2020 - Present



Lotte Kolson Pvt Ltd

Multan, Pakistan

- Regional Sales Coordinator
- Feb 2017 - December 2019



New National Traders

Multan, Pakistan

- Assistant Head of Accounts
- Feb 2016 - January 2017

Key Skills: Sales Operations, Team
Management, Project Management, Data
Cleaning, Data Analysis & Visualization,
Dashboards, CRM, ETL, Payroll
Administration, Power BI, Power Query,
Excel Expertise

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

Key Skills: Accounting, Book Keeping,
Invoicing, Balance Sheet, Attendance
Management, Payroll Preparation, 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. Assisting 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.