



# AMAAN IMRAN KHATIB

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## OBJECTIVE

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To secure a challenging position in a dynamic organization where I can leverage my analytical skills, technical expertise, and adaptability to contribute to business success while continuously learning and growing professionally.

## EDUCATION

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### Bachelor of Computer Science

M.S College of Science, Commerce and Arts

2020 – 2023

### Higher Secondary School

Crescent English High School

2018–2020

### Secondary School Certificate

Sumaiya English High School

2017-2018

## CERTIFICATES

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### Data Analysis using Excel

{ GREAT LEARNING }

### Database Design with MySQL

{ UPGRAD }

### Data Visualization using Power BI

{ GREAT LEARNING }

### Ethical Hacking - ( Pursuing )

{ UDEMY }

## SKILLS

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### Technical Skills

- Microsoft Excel
- Data analysis
- Google Sheet's
- Data visualization
- MySQL Workbench
- Python
- Power BI
- Inventory Management

## EXPERIENCE

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### Operations Executive

February 2024 - Present

( Jio Payments Solutions Limited )

1. Increased UPI transaction flow by 17% through continuous follow-ups with store merchants.
2. Responsible for daily analysis of Reliance stores transactions using their Digital QR.
3. Creating weekly reports of all Reliance stores performance dashboard for taking actionable steps.

4. Shipment tracking and documentation.
5. Maintaining MIS for all shipped devices record for daily reporting.
6. Creating dispatch plan for the new stores to send them the DQR's.
7. Deployment of the devices to go live in their new stores.
8. Following up with all store merchants for the continuous flow of UPI transactions.

## PROJECTS

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**Online Crime Reporting System.** Build a tool to file complaints from anywhere

**Course Material Distribution System.** Build a website that is streamlined to day-to-day operations like libraries.

## PERSONAL DATA

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- Name: Amaan Imran Khatib
- Date of Birth: 26<sup>th</sup> August 2002
- Address: Chand Nagar Complex, Kausa – Mumbra, Thane-400612
- Marital Status: Unmarried
- Nationality: Indian
- Contact Number: +91 8591103966
- Email ID: amaan@workmail.com

## LEADERSHIP

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- Actively involved in facilitating online events and live events, career conversations, and more alongside other admins and a team of volunteer moderators.