HAFIZ MUHAMMAD FAHEEM AMIN

Data Analyst | Administrative

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📍 Bahawalpur, Pakistan

in LinkedIn

PROFESSIONAL SUMMARY

Driven and accomplished professional with over three years of expertise in administration, IT management, and operations. Skilled in streamlining workflows, maintaining accurate records, and leveraging technology to optimize performance. Adept at handling diverse administrative functions, ensuring regulatory compliance, and managing teams to achieve objectives.

Additionally, an aspiring Data Analyst with proficiency in Python, pandas, Matplotlib, Seaborn, and Streamlit. Experienced in data wrangling, feature engineering, and dashboard creation to extract insights from complex datasets. Strong analytical and problem-solving skills with hands-on experience in data visualization, EDA, and KPI analysis.

PROFESSIONAL EXPERIENCE

ADMIN OFFICER
Riphah International College, Lodhran Campus
August 2022 – Present
Key Accountabilities & Responsibilities:

- Managed campus operations, ensuring compliance with administrative policies and procedures.
- Organized events and activities, promoting student engagement and institutional objectives.
- Analyzed KPIs to improve efficiency and address operational challenges effectively.
- Oversaw maintenance and security to ensure a safe working environment.
- Prepared reports using Microsoft tools to enhance communication and decision-making

ASSISTANT EXAMINER (PART-TIME)
The Islamia University of Bahawalpur
July 2021 – August 2022

Key Accountabilities & Responsibilities:

- Prepared examination materials, ensuring accuracy and adherence to established procedures.
- Maintained secure handling of scripts and award lists for processing.
- Conducted data entry, feeding marks into systems for final results.
- Organized results and managed records to ensure seamless examination workflows.
- Supported administrative tasks, balancing multiple responsibilities under strict deadlines.

PROJECTS

Superstore Sales Dashboard (Streamlit)

- Developed an **interactive dashboard** using **Streamlit** to visualize sales trends.
- Processed and cleaned the **Superstore dataset** using **pandas** for data manipulation.
- Created visualizations with **Matplotlib & Seaborn** to analyze revenue, profit, and regional sales distribution.
- Enhanced decision-making by integrating **filters and dynamic charts** for real-time insights.

Pharma Sales Dashboard (Streamlit)

- Built a **dynamic dashboard** using **Streamlit** to analyze **pharma sales data**.
- Cleaned and preprocessed the dataset, **created new columns, renamed features**, and handled missing values.
- Implemented **interactive visualizations** (line charts, bar plots) to track **medicine sales trends** over time.
- Provided insights into **top-selling medicines, seasonal demand patterns, and revenue distribution**.

EDUCATION

MASTER OF SCIENCE (MS) – INFORMATION TECHNOLOGY (ONGOING)

The Islamia University of Bahawalpur

BACHELOR OF SCIENCE (BSC) – INFORMATION TECHNOLOGY

NCBA&E, Bahawalpur

DIPLOMA OF ASSOCIATE ENGINEERING (DAE) – ELECTRICAL ENGINEERING

Aljadoon College, Karachi

MATRICULATION – SCIENCE

High School, Allahabad (BISE-Bahawalpur)

AREAS OF EXPERTISE

Administration & IT

- Office & Campus Operations Management
- KPI Analysis & Performance Optimization
- Team Collaboration & Leadership
- Report Writing & Data-Driven Decision Making
- Microsoft Office Suite (Excel, Word, PowerPoint)

Data Analysis & Visualization

- **Programming & Data Handling:** Python, pandas, NumPy
- **Data Visualization:** Matplotlib, Seaborn, Streamlit
- **Data Wrangling & Cleaning:** Handling missing values, data normalization, binning
- **Feature Engineering:** Creating new features, encoding categorical data, scaling
- **Dashboard Development:** Interactive dashboards using Streamlit
- **Database Management:** SQL (Basic knowledge).

DRIVING LICENSE

- **Driving License:** Valid Pakistan Driving License for light vehicles with a clean record.

LANGUAGE SKILLS

- **English:** Intermediate (Professional Working Proficiency)
- **Urdu:** Fluent (Native Proficiency)
- **Arabic:** Intermediate (Conversational Proficiency)

REFERENCES

Available upon request.