

JALEES MOEEN

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Summary

Passionate and results-driven Data Analyst with a knack for simplifying complex data into actionable insights. Excels in building strong client relationships and thrives in collaborative team environments. Experienced in data management, analysis, and documentation. Equipped with superior relationship-building, communication, and presentation skills. I thrive in cross-functional and complex environments, fostering collaboration to achieve shared goals. Ability to work independently and manage deadlines while multi-tasking amongst different priorities.

Traits

Proven ability to work effectively within cross-functional teams.
Excellent interpersonal, verbal, and written communication skills.
Sharp analytical and problem-solving skills with meticulous attention to detail.
Strong knowledge of Python libraries, SQL databases for efficient data management and retrieval.

Technical Skills

Tools: MS Word, Excel (VLOOKUP, data validation, and simulations), Powerpoint Presentations, Jupyter Notebook, Visual Studio, pgAdmin, GitHub, Tableau

Databases: PostgreSQL

Languages: Python (Pandas, Matplotlib, Numpy, statistics, Scikit-learn), HTML, CSS, Bootstrap

Projects

House Price Forecaster | https://github.com/JaleesMoeen/House_Price_Forecaster.git

Forecasting house prices using machine learning and deep learning techniques for accurate predictions. This project involves creating a regression model to forecast house prices based on various features.

- *Role: I worked for Machine Learning Modeling, flask app development and documentation.*
- *Tools: Machine Learning Model, Flask, Python (Pandas, Numpy, Matplotlib Scikit-learn), HTML, CSS, Bootstrap, Tableau story*

Amazon Data Visualizations | https://github.com/JaleesMoeen/Amazon_Data_Visualizations

This project, "Amazon_Web_Scraping_Data_Visualizations," integrates web scraping, ETL processes, and data visualizations using Beautiful Soup, Plotly.js, and Flask. The exploration focuses on Amazon, Apple, and Samsung products, offering insights into pricing, star ratings, and global ratings, presented through interactive charts and a dynamic dashboard.

- *Role: I worked for ETL processes, flask app development and documentation.*
- *Tools: Beautiful Soup, Plotly.js, Flask, Python (Pandas, Numpy, Scikit-learn), HTML, CSS, Bootstrap, JavaScript, SweetAlert, D3.js*

Crowdfunding ETL | https://github.com/JaleesMoeen/Crowdfunding_ETL

Builded an ETL pipeline using Python, Pandas, Python dictionary methods and regular expressions to ETL data. It involves extracting data from multiple sources, cleaning and transforming the data using Jupyter Notebook with pandas, numpy, and datetime packages, and loading the cleaned data into a relational database using pgAdmin.

- *Role: I handled the "Extract, Transform, and Load" process, and created database schema.*
- *Tools: Python, Pandas, Numpy, Jupyter Notebook, PgAdmin, PostgreSQL, QuickDBD*

Experience

IT Analyst

2021 – 2023

Toyota

- Made recommendations for process improvements to enhance document processing efficiency, resulting in a 20% increase.
- Demonstrated strong discipline in managing multiple IT projects while meeting tight deadlines.
- Used creativity to produce novel IT solutions, significantly reducing technical errors and downtime for users.
- Implemented the Point of Sale (POS) system.
- Ability to work independently in resolving complex IT issues.
- Managed and improved HR metrics to optimize IT department performance and efficiency
- Managed and optimized company's systems through effective Software Administration, resulting in increased efficiency.
- Leveraged problem identification and resolution abilities to streamline troubleshooting processes and enhance user experience
- Demonstrated strong discipline in managing multiple IT projects while meeting tight deadlines.
- Performed regular audits on IT systems to ensure accurate Time & Attendance records.

Social Media Executive

03/2021 to 08/2021

The Grand Atrium

- Applied analytical skills in data interpretation and trend analysis, aiding in strategic decision-making processes, contributing to a remarkable 30% growth in client acquisition.
- Utilized Meta Business Suite and Excel to extract actionable insights. Monitored online presence of the company's brand to engage with users and strengthen client relationships.
- Identified target markets and key segments through in-depth analysis, contributing to a remarkable 30% growth in client acquisition.
- Utilized exceptional communication and relationship-building skills to engage with users and strengthen client relationships.
- Leveraged **communication skills** to facilitate project meetings and deliver clear, concise reports to stakeholders as an IT Analyst

Technical Services Executive

2020 – 2021

Digital Engagements D.engage

- Diagnosed and resolved client issues, achieving a 15% reduction in ticket resolution time.
- Translated intricate data insights for effective collaboration with cross-functional teams.
- Drove a 10% increase in system efficiency through innovative problem resolution.
- Managed the process of Onboarding Data for new clients to ensure seamless integration into existing systems.
- Enhanced system documentation to improve cross-functional understanding and support collaboration among teams.
- Demonstrated superior relationship building skills in establishing rapport with clients and stakeholders, resulting in increased trust and collaboration.

Intern Engineer

2018 – 2019

Shinersoft

- Utilized Computer Science knowledge to troubleshoot and resolve complex IT issues.
- Demonstrated Eager To Learn attitude by constantly updating knowledge on latest IT trends and technologies.

Education

Data Analytics Bootcamp Certificate: University of Toronto

Bachelors of Science Software Engineering: The University of Lahore