

# TALAL KHAN

UI/UX DESIGN | DATA ENTRY OPERATOR & SEO | DATA ANALYTICS

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## CAREER SUMMARY

I am an accomplished Computer and Software Engineering student with expertise UI/UX Design, data analytics, image processing, and embedded systems programming. My goal is to contribute to innovative projects and ideas. With a strong foundation in Computer engineering principles, practical skills gained through projects and internships, and proficiency in Python, SQL, Excel, DEO, and MATLAB, I am eager to apply my knowledge and skills to real-world challenges.

## AREA OF EXPERTISE

- |                        |                     |                         |
|------------------------|---------------------|-------------------------|
| ✓ Design               | ✓ Logistics         | ✓ Figma                 |
| ✓ Supervisor           | ✓ Reverse Logistics | ✓ Project Management.   |
| ✓ HR Management System | ✓ Quality Control   | ✓ Generative AI         |
| ✓ QuickBooks           | ✓ FIFO              | ✓ ABC analysis          |
| ✓ SAP                  | ✓ LIFO              | ✓ Planning & Scheduling |
| ✓ Microsoft Office 360 | ✓ Seo               |                         |

## CAREER HIGHLIGHTS

**Web Design:** More than 1 years of experience in Techyontec as a Designer.

**DEO:** 6 Month of experience in data entry operator.

**Data analytics:** More than 1 year in Excel and Power BI Database Management.

## PROFESSIONAL EXPERIENCE

**COMPANY:** Techyontec | **DESIGNATION:** Designer | **DURATION:** November, 2022 – January 2024

### KEY RESPONSIBILITIES:

- ✓ **UI/UX Design Collaboration:** Collaborated with design teams to implement user-friendly interfaces, ensuring an engaging user experience.
- ✓ **Version Control:** Utilized Git for source code management, ensuring seamless collaboration and version tracking.
- ✓ **Performance Optimization:** Identified and resolved performance bottlenecks to improve website loading times and responsiveness.
- ✓ **Testing & Debugging:** Conducted regular testing and debugging to ensure high-quality and error-free deployment.
- ✓ **Cross-Browser Compatibility:** Ensured websites function consistently across different browsers and devices.
- ✓ **Client Interaction:** Worked with clients to gather requirements, provide updates, and deliver tailored web solutions.

**COMPANY:** Hamza Landman Services | **DESIGNATION:** DEO | **DURATION:** April, 2024 – October, 2024

### KEY RESPONSIBILITIES:

#### Data Entry Operator

- ✓ Accurately entered and updated large volumes of data into spreadsheets, databases, and content management systems.
- ✓ Verified and corrected data to maintain high accuracy Documents.
- ✓ Organized and managed digital files for easy retrieval and processing.
- ✓ Maintained confidentiality and adhered to data integrity standards.

## Top Skill

**COMPANY:** Remote | **DESIGNATION:** Data Analysis | **DURATION:** Feb-2024

### KEY RESPONSIBILITIES:

- ✓ Collected, cleaned, and analyzed datasets using tools like Excel, Power BI, SQL, or Python.
- ✓ Created actionable insights and dashboards to support decision-making.
- ✓ Conducted trend analysis to identify patterns and business opportunities.
- ✓ Presented data findings through visualizations and reports for stakeholders.

EDUCATION

- ✓ **COMSATS University, Wah Cantt**  
Bachelors of Science, AI  
2020-2024
- ✓ **Wah Collage Public School and College System, Wah Cantt**  
Intermediate, Pre-Engineering  
2018 – 2020
- ✓ **Wah City Public School and College System, Wah Cantt**  
Matriculation  
2016-2018

MANAGEMENT TASKS

- ✓ Planning & Scheduling
- ✓ Documentation
- ✓ Supervision
- ✓ Test cases
- ✓ Monitoring Product Expiry
- ✓ Time Management
- ✓ Project Management
- ✓ Safety of workers
- ✓ Team Leadership

PERSONAL TRATS

- ✓ Skilled Collaborator
- ✓ Ability To Learn from Failure
- ✓ Team Oriented
- ✓ Rapid and Adaptive
- ✓ Solution Oriented Professional
- ✓ Creative & Innovative
- ✓ Effective Cross Functional Communicator
- ✓ Able to Work Under Pressure and Meeting Deadlines
- ✓ Leadership

SOFTWARES SKILLS

- ✓ QuickBooks
- ✓ Microsoft Office
- ✓ Excel
- ✓ Social Adds Expert
- ✓ Machine Learning
- ✓ Power BI
- ✓ Generative AI