



# MUHAMMAD SHAHZAIB

DATA ANALYST



## CONTACT



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### Address

Flat # 306- SB-57, 3rd floor,  
Burj ul Khalid, Sector # Yousuf ,  
Behind Arshee Bari Hall near  
4k chowrangi, Surjani Karachi



## EDUCATION



**2021 - 2022**

**Masters / PGD**

Allama Iqbal Open  
University



**2016 - 2018**

**Bachelors / Commerce**

Allama Iqbal Open  
University



## LANGUAGE

• Urdu



• English



## PROFILE INFO

Data Analyst with experience in extraction actionable insights from complex datasets. Proficient in data analysis, statistical modeling, and data visualization, I have a proven track record of providing data-driven solutions to drive business growth. Adept at using Excel, SQL, and data visualization tools such as Tableau and Power Bi, I am passionate about transforming data into valuable insights to support strategic decision-making. Strong communicator with a knack for translating technical findings into understandable insights for non-technical stakeholders.



## MY SKILLS & EXPERTISE

Excel Expert & VBA



Data Visualization



Tableau



Data Studio



Power BI



Oracle SQL



## WORK EXPERIENCE



**MIS Officer – MIS Department**

**Oct 2019 - Present**

Generation's, Karachi

- Gather and consolidate information from various sources within the school, including student records, assessments, attendance, and teacher evaluations.
- Ensure data accuracy through data cleaning, validation, and preprocessing to eliminate errors and inconsistencies. Utilize statistical and data analysis tools to examine educational data, recognize trends, patterns, and correlations, and produce actionable insights.
- Develop visually appealing reports, dashboards, and presentations employing data visualization tools such as Excel to communicate findings to stakeholders.
- Analyze student academic performance data to detect areas for growth and provide suggestions for interventions.
- Evaluate teacher efficacy and curriculum impact by analyzing data associated with student achievement and instructional practices.
- Analyze enrollment trends and demographic data to assist in enrollment planning and resource allocation.
- Program Assessment: Evaluate the effectiveness of educational programs, initiatives, and interventions by analyzing relevant data.
- Forecasting and Predictive Modeling: Construct predictive models to anticipate student enrollment, performance trends, and other relevant educational outcomes.
- Data Governance: Establish and enforce data governance practices, including data quality standards and security procedures.



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DATA ANALYST / EXCEL EXPERT



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## WORK EXPERIENCE



### Project Manager – MIS Department

Apr 2019 – Oct 2019

Marketing Service Bureau, Karachi

- To manage the MIS department and Report analyst team.
- Prepare Dashboard & other attractive sheet.
- To manage research team daily and share status update with Key Stakeholders.
- Share research reports by weekly to the client.



### Project Manager – MIS Department

Jul 2016 – Apr 2019

Career Consultants Incorporation, Karachi

- To manage the MIS Department and Report Analyst Team.
- Maintain Weekly MIS of CORS Status update for visits conducted by Regions, CORS Email Reports, Audios & finalization of CORS reports brand wise by Report Analyst.
- Collate data from Report Analyst and prepare Monthly MIS with accuracy.
- Assess the quality of the Inputting of the Report Analyst Data for accuracy of each Report Analyst.
- Ensure smooth working of entire MIS team and projects.
- Maintain payments of MS for submission to Accounts department.



### Field Supervisor - Operations Depart

Apr 2016 – Jun 2016

Career Consultants Incorporation, Karachi

- To maintain all deployment for the projects.
- Manage & Run the team of BQ Officers.
- Assign daily tasks to Team members.



### Internee - Data Analyst

Mar 2016 – Apr 2016

Career Consultants Incorporation, Karachi

- Initial Data punching on daily basis after receiving the recordings from MIS.
- Recheck and verify the collected data, maintain MIS sheet and submit to MIS manager.