



MUHAMMAD SAALIK

EXPERIENCE

October 2023 - April 2024

Backend Operator Xipertech | REMOTE, INDIA

- Performed data cleaning tasks such as filtering, sorting, merging datasets.
- Developed documentation of MIS reporting process flows and best practices.
- Performed data entry tasks and maintained accurate records.
- Performed data entry tasks accurately within specified timeframe.
- Created dashboards using Excel to track key performance indicators.

EDUCATION AND TRAINING

BCA

ST.ANDREWS INSTITUTE OF TECHNOLOGY AND MANAGEMENT

CERTIFICATIONS

- MYSQL (UDEMY), 04/2023, 07/2023
- PYTHON (UDEMY), 12/2023, 03/2024
- ADVANCED EXCEL (UDEMY), 02/2024, 03/2024

PERSONAL INFORMATION

Title: BACKEND OPERATOR

LANGUAGES

- ENGLISH, Professional Working Proficiency
- HINDI, Full Professional Proficiency

PROJECTS

HOTEL CANCELLATION ANALYSIS, 03/2024, 04/2024 E-COMMERCE DATA, 02/2024, 02/2024

LANGUAGES

Hindi: First Language

ENGLISH:

B2

Upper Intermediate (B2)

📍 MAYUR VIHAR -1 , DELHI
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✉ Saalik041@gmail.com

SUMMARY

I am your data detective, turning raw numbers into actionable insights! With a passion for unraveling complex datasets.

SKILLS

- ADVANCED EXCEL
- MS-WORD
- MS-POWER POINT
- GOOGLE DRIVE
- BASIC PYTHON
- BASIC SQL
- POWER-BI

WEBSITES, PORTFOLIOS, PROFILES

- [linkedin.com/in/muhammad-saalik-b842432b3](https://www.linkedin.com/in/muhammad-saalik-b842432b3)
- github.com/Saalik041/PYTHON_PROJECTS