

## MUBASHAR KHAN

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10 Dec 1999  
Al-Khawarizmi Academy (Youtube)  
in Mubashar Khan



## OBJECTIVE

To leverage my expertise in data analysis, visualization, and proficiency in Power BI, Tableau, and Python programming, along with my strong accounting and administrative skills, to contribute to an organization's success as a data analyst. With a solid foundation in Excel and a deep understanding of fundamental data analysis techniques, I aim to deliver actionable insights and drive informed decision-making, ultimately improving business performance and efficiency.

## EXPERIENCE

- Ali Trust Pakistan ATP** 17 November 2022 - 31 May 2023  
Admin Officer, ATP  
  
Managed the financial accounts and administrative tasks at Ali Trust School, ensuring everything ran smoothly.  
Handled all aspects of accounting, such as tracking payments, recording transactions, and reconciling bank statements, resulting in accurate financial records.  
Prepared and analyzed financial statements, providing valuable insights to help make informed decisions and improve financial efficiency.  
Collaborated with school management and faculty to develop budgets, monitor expenses, and optimize resource allocation.  
Took care of payroll processing, ensuring compliance with regulations and following established policies.  
Utilized advanced Excel features to create reports and dashboards, making data analysis easier and improving overall efficiency.  
During my time at ATP, I successfully handled both administrative and accounting tasks at Ali Trust School. I implemented efficient systems, managed finances, and ensured smooth operations. By analyzing financial data and working closely with the school management, I contributed to making informed decisions and improving financial efficiency. I also maintained detailed records and used Excel effectively to streamline processes.
- Youtube** February 2021 - Cont.  
Youtuber  
I have been working on a Youtube channel named as Al khwarizmi Academy since Feb 2021. Where i have uploaded a complete set of M.C.Q.s of Mathematics of class 12.I am also working as Career Consultant at that channel.Students are availing important informations from this channel like Universities Admissions updates,last year Closing Merit, Fee Structure, Offered programs, Eligibility criteria etc
- Home Academy** 2017 - 2022  
Teaching  
I am teaching at Home.I have been teaching for last 5 years.My major subject is Mathematic.

## EDUCATION

- GOVT. M.C. HIGH SCHOOL OKARA** 2016  
Matric  
875
- PGC OKARA** 2018  
Intermediate  
835
- UNIVERSITY OF OKARA** 2022  
Bs(Hons.) Mathematics  
3.44/ 4
- LAHORE GARISSON UNIVERSITY(LGU)** Cont...  
MS Data Science

## SKILLS

- Data Analyst and Visualization With Power Bi
- Data Analyst and Visualization With Python
- Data Analyst and Visualization with Tableau
- Data Analyst and Visualization with Excel
- Content Creation at Youtube
- Teaching
- Accounting
- Administration
- Microsoft Office

## COURSES AND CERTIFICATES

- **Data analytics and Business intelligence**  
DigiSkill
- **Video Editing**

