# UMAIR KHATAB

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Rawalpindi Pakistan

## **SUMMARY**

Detail-oriented Data Analyst with strong skills in Exploratory Data Analysis (EDA), data preprocessing, and machine learning. Proficient in using Python and SQL to clean, analyze, and transform raw data into valuable insights. Experienced in creating interactive dashboards using Tableau and Power BI to support data-driven decision-making. Skilled in building visualizations, writing optimized SQL queries, and automating workflows to improve business processes. Passionate about making complex data easy to understand and use.

## **EDUCATION**

#### **BACHELOR OF SCIENCE IN BUSINESS ANALYTICS**

International Islamic University Islamabad

Sep 2022-June 2026

DATA SCIENCE IN AI

National University of Sciences and Technology (NUST)

April – July 2025

## **SKILLS**

Python R Programming Excel

Pandas, NumPy, SciPy, Matplotlib Packages: dplyr, shinny, ggplot, Tools: Pivot Table, Pivot Chart,

tm, VLOOKUP, HLOOKUP, VBA

Power Bi SQL

Tools: DAX, API, Power Query Software: SQLite, MySQL

# **PROJECTS**

DATA CLEANING IN SQL July 2024

- Employed SQL to clean and preprocess large datasets, ensuring data accuracy and consistency across various fields
- Applied advanced SQL functions to identify and correct errors, standardize data formats, and remove duplicates
- Documented the data cleaning process and created reports to outline key transformations and improvements made for enhanced analysis

#### SALES DASHBOARD USING TABLEAU

Sep 2024

- Designed an interactive sales dashboard in Tableau to visualize sales performance metrics and trends across various regions
- Integrated multiple data sources and used calculated fields and parameters to enable dynamic filtering and insights
- Optimized dashboard for business stakeholders to track KPIs, identify growth opportunities, and make data-driven decisions

### **ADVANCED EXCEL ANALYSIS**

April 2024

- Utilized Pivot Tables and Pivot Charts to analyze and visualize complex datasets, improving data interpretation
- Implemented VLOOKUP and HLOOKUP functions to efficiently extract and match data across large sheets
- Developed VBA scripts to automate repetitive tasks, enhancing workflow efficiency and accuracy

- Built a dynamic sales dashboard in Power BI to monitor sales performance and trends across multiple regions
- Integrated data from diverse sources and used DAX formulas for advanced calculations and KPIs
- Created interactive visualizations and filters, enabling stakeholders to drill down into data and make informed decisions

PYTHON DATA ANALYSIS Feb 2025

- Performed data cleaning and preprocessing to handle missing values, duplicates, and outliers, improving data quality
- Conducted Exploratory Data Analysis (EDA) using pandas, matplotlib, and seaborn to uncover patterns and trends
- Automated data workflows and enhanced analysis efficiency using Python scripting and libraries like NumPy and pandas

# **CERTIFICATIONS**

•	Excel Basics for Analysis – Coursera	Jun 2023
•	Data Visualization and Dashboard with Excel- Coursera	Jun 2023
•	Python for Data Science – Coursera	July 2023
•	Databases and SQL for Data Science – Coursera	July 2023
•	Fundamental of Visualization with Tableau – Coursera	July 2023
•	Data Analysis with Python – Coursera	Aug 2023
•	Data Visualization with Python – Coursera	Nov 2023

## **AWARDS**

## PRIME MINISTER LAPTOP SCHEME -Award Recipient

Dec 2023

Received a laptop as a recognition of academic or professional achievements under the Prime Minister's Laptop Scheme