

# YOUNAS KHAN *Junior Data Analyst*

Contact +92-3460655907

LinkedIn <https://www.linkedin.com/in/younas-khan>

Portfolio Website <https://younaskhano.github.io/younaskhan.github.io/>

Gmail [younaskhan19@gmail.com](mailto:younaskhan19@gmail.com)

Swat KPK-Pakistan.

DOB: 17-04-2001

## Technical Skills

- **Data Analysis:**  
MS Excel (for advanced data analysis and interactive dashboards)  
Power BI (for comprehensive data visualization).
- **Software Development:**  
Python (for application development, scripting, and workflow automation).
- **Natural Language Processing:**  
NLTK (for text analysis and AI-based applications, including chatbots).
- **Database Management:**  
SQL (for managing and querying databases, handling large datasets).
- **Office Suite:**  
MS PowerPoint (for professional presentations)  
MS Word (for document creation).
- **Web Development:**  
WordPress (for website development)  
Canva (for digital design).
- **Technical Support:**  
Troubleshooting (for resolving technical issues and improving system functionality)  
System Maintenance (for performing routine checks and ensuring operational efficiency)  
Technical Documentation (for creating and managing detailed technical records and user manuals)

## Experience

- **Computer Operator** – Awami Welfare Society Organization  
(awspk.org) Swat, Pakistan

FEB 2022 – JULY 2023

### Benefit to Organization

Set up a new digital system to replace old manual work. This improved how the organization handled data and made everything faster and more accurate.

### Achievements/Tasks

Computer Operations

Technical Troubleshooting

Data Management

Systems Understanding

- **Computer Operator** – ATS Express International – Swat, Pakistan

August 2023 – JULY 2024

### Benefit to Company

Created a new way to manage logistics data that sped up operations and reduced mistakes.

My work helped the company grow and made a big difference in how things were done.

### Achievements/Tasks

Data Processing

Issue Resolution

Workflow Improvements

## Personal Projects

Explore the following projects developed and maintained on my GitHub repository:

<https://github.com/younaskhano?tab=repositories>

- e-Commerce Sales Data Analysis Using SQL
- Pizza Sales Analysis Using SQL
- Hotel Bookings Dashboard
- Titanic Data Insight:
- Population Data Visualization and Analysis
- Guess the Number - Python Project
- Auto File Organizer
- NLTK-based Text-based Chatbot
- Pakistan General Knowledge Quiz
- Simple Calculator
- Central Library Management
- Rock, Paper, Scissors Game
- Hangman Game

## Certifications

For details and official verification of my certifications, please visit my LinkedIn profile, where you can find links to the official certification websites.

<https://www.linkedin.com/in/younas-khan-210274244/>

- PowerPoint Essential Training (Microsoft 365)
- Accenture North America Data Analytics and Visualization Job Simulation on Forage
- What Is Generative AI?
- Administrative Professional Foundations
- Data Analytics using Excel
- Introduction to R
- Python Programming Basics
- Digital skills: Artificial Intelligence
- Excel For Beginners
- Create a Website Using WordPress
- Create and Design Digital Products using Canva

## Education

- **Higher Secondary School Certificate – 12 Grade – 2021**  
Institute: Dawn School & College Makan Bagh Mingora, Swat.  
Board: Board of Intermediate & Secondary Education Saidu Sharif Swat.  
Grade: A
- **Diploma in Computer Science Technology – 2023**  
Duration: 2 Years  
Grade: A  
Institute: Brain-X College of Sciences  
Board: Science & Technology Development Council, Govt of Khyber Pakhtunkhwa

## Languages

- **Pearson Test of English Academic**  
Overall Score: 61 out of 90.
- **Urdu** (National Language.)

## Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge.

A handwritten signature in black ink, appearing to be 'M. R.', with a stylized flourish at the end.