

# YOUNAS KHAN

Google Certified Data Analyst

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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, Pakistan | FEB 2022 – JULY 2023

- Digitalize organizational data systems, enhancing accuracy & processing speed.
- Provide technical support, ensured smooth daily operations.

### Computer Operator

ATS Express International, Swat, Pakistan | August 2023 – JULY 2024

- Streamlined logistic data management, improved efficiency by 20%.
- Resolved operational bottlenecks through innovation workflow solutions.

### Data Analyst

Kinetic Coaching, Milwaukee, Wisconsin, USA (Remote, Full Time) | October 2024 – November 2024

- Designed and delivered Power BI dashboards to provide actionable insights.
- Automated data workflows, reducing manual efforts by 30%.

## Personal Projects

- e-Commerce Sales Data Analysis Using SQL
- Pizza Sales Analysis Using SQL
- Hotel Bookings Dashboard
- Titanic Data Insights
- Population Data Visualization and Analysis
- Guess the Number using Python programming language

- Auto File Organizer
- NLTK-based Text-based Chatbot
- Pakistan General Knowledge Quiz
- Simple Calculator
- Central Library Management
- Rock, Paper, Scissors Game
- Hangman Game using Python programming language

## Certifications

- Google Data Analytics Professional Certificate
- Power BI Job Simulation Forage
- PowerPoint Essential Training (Microsoft 365)
- Data Analytics and Visualization Job Simulation Accenture
- What Is Generative AI?
- Administrative Professional Foundations
- Data Analytics using Excel Great Learning
- Introduction to R Great Learning
- Python Programming Basics Mahara Tech
- Digital skills: Artificial Intelligence Future Learn
- Excel For Beginners Udemy
- Create a Website Using WordPress Coursera
- Create and Design Digital Products using Canva Coursera
- Career Essential in Generative AI by Microsoft and LinkedIn

## 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 Under Society Act 1860 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.

