

# Ali Ahmed

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**Expiry of Passport** 14<sup>th</sup> May, 2028

## Objective:

Seeking position in a growing company in order to use my computer and leadership skills as an effective Data Analyst

Degree	Institute	Year
Master of Business Administration (HR)	University of Karachi	2018
Bachelors of Commerce	University of Karachi	2011
Diploma in Associate Engineering-Electronics	Govt. College of Technology	2012
Intermediate	Forman College Nazimabad, Karachi	2009
Matriculation	Modern Public Secondary School, Karachi	2007

## Experience:

Working in Jubilee Life Insurance (Corporate Marketing & Administration)

(Jan, 2023 – Till Date)



### Data Analyst & Executive Coordinator

#### Responsibilities:

- Determining supply needs and researching potential suppliers.
- Preparing cost-benefit analysis reports for review by managers.
- Monitoring the company's demand for products to avoid supply shortages.
- Documenting processes and generating monthly supply cost reports.
- **Data Integration** through Filtering and cleaning where necessary
- **Work on Share Point (ERP), WPS & Power BI** for the analyses of Purchase orders, BOQ, GRN & GIN
- Vendor Management and implement compliance for New and existing vendors
- Performs any additional duties as directed by the line manager.
- Maintaining close professional working relationship with internal and external stakeholders to achieve the desired company objective

**Data Analyst**

April, 2021 – Dec, 2022

**Responsibilities:**

- **Analyzing data** using statistical techniques and providing reports
- **Developing and implementing** databases and data collection systems
- **Acquiring data** from primary and secondary sources and maintain data systems
- **Identifying, analyzing, and interpreting** trends or patterns in complex data sets
- **Filtering and cleaning data**
- **Working with management** to prioritize business and information needs
- **Locating and defining** new process improvement opportunities
- Demonstration to work with numbers and data analysis
- Develop & Maintain KPI dashboards and process incentives
- **Maintain Sales Dashboards** Of Insurance companies for giving data driven insights to enhance Sales Numbers
- **Work on different Analytics Tools like Power BI, MS Excel**

**Talent Acquisition Executive**

July, 2019 – March (1.5+ years)

**Responsibilities:**

- **Hands on Experience** with various selection process (Video interviewing, Telephonic Interviewing, face to face interviewing and reference check.□
- **Demonstrable Experience** in different kind of Recruitment like Technical, HCPS, Oil & Gas, Food & Beverages, Ecommerce, Financial Services & Telecom
- **Maintain, Update and Analyze** Candidate Management and tracking System through RMS and Excel for ongoing and future hiring□
- **Organize Skills assessment** tests as per the Profile requirements□
- **Head Hunting & Lead Generation** according to Profile requirements□
- **Coordination with stakeholders** for the end to end hiring process□
- **Coordinate line manager** in all other recruitment activities□
- **Coordinate with Employer Branding team** with respect to events and activities
- **Conduct role awareness sessions/** Orientation for newly hired

**Talent Acquisition Officer**

Jan, 2016 – June 2019 (2+ years)

**Responsibilities:**

- Telephonic/Face-to-Face Screening & Interviews
- Maintain Candidate Database on Excel
- Coordinate Line Manager in all other recruitment activities
- Conduct follow-up and reminder calls to candidates

**Acting Team Leader****Responsibilities:**

- Manage and lead team of employees
- Communicate company goals, safety practices and deadlines to team
- Motivate team members and assesses their performance
- Keep management updated on team performance

**Quality Assurance Officer**

January, 2015 – Dec, 2015 (1 Year)

**Responsibilities:**

- Do Calls Evaluations
- Conduct Hurdles sessions
- Client Reporting
- Assist Line manager
- Process development for operations improvement
- Feedback/ calibration Session

**Customer Support Representative**

Nov, 2012 – December, 2014 (2 years)

**Responsibilities:**

- Listen & Probe Customers Queries/Feedbacks and address them accordingly In a courteous manner and precisely
- Escalate Customers Issues to Concerns Departments via Email & Portals
- Retain Customers through providing alternate services

**Training & Development/ Leadership Skills:**

- Mentor New Hired Employees.
- Conduct Feedback/ calibration Sessions.
- Role awareness sessions/ Orientation For Newly Hired employees including Incentives Structures, company goals, safety practices & Deadlines to team members
- Conduct Student Counseling session with students of different institution like “Hunar Foundation”, “The American Foundation” & “The Citizen Foundation School”

**Other Certification:**

- Business Intelligence Certification by Frontier Technology Institute
- Yellow Belt Certification by Blue Ocean Academy

**Personal Information:**

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