

Muhammad Qasim Hasnain Afzal

House # 590, Street # 11, Sector I-10/2, Islamabad Pakistan

• Tel: + (92) 333-8017892, + (92) 337-4007303 • Email: ghasnain85@gmail.com

LinkedIn: <https://www.linkedin.com/in/mohammed-qasim-hasnain-afzal-44765a61/>

Experienced and resourceful Data Analyst with a finance background. Accomplished at data mining, extraction & analysis financial as well as non- financial data. Thrives working in a dynamic environment that call for exceptional adaptability, flexibility, and effective collaboration and teamwork with and within teams.

WORK EXPERIENCE

2013– 2023

Data Analyst

S & P Global, Islamabad, Pakistan

- Responsible for accurate, complete and timely collection of relevant data published in SNL products for the information tracked by the respective departments.
- Responsible for day-to-day maintenance of the information tracked by the respective departments.
- Capture comprehensive information on the data tracked by respective departments.
- Provide input and ideas for new collection method and product enhancements related to the covered content sets.
- Review feedback involving content to help correct Errors and establish or refine procedures and process to improve accuracy.
- Keep up to date on industry trends and reporting standards.
- Troubleshoot problems or issues and provides meaningful feedback to co-workers.
- Train Filings Services Staff.
- Contacting GAAP analyst and creating company contacts for Missing Information.
- Provide recommendations and suggestions for improvements in any aspects relating to increased performance
- Train new hires as necessary and ensure policies and procedures are followed.
- Coordinates with different departments to achieve optimal work production across the board
- Assist the business operations manager in planning, organizing and coordinating functions relating to the operation of the business
- Interacting with customers and suppliers, answering questions & resolving issues.
- Optimizing operational processes & procedures from maximum efficiency while maintaining quality standards.
- My research areas including Mining, Telecom, Banking & communication etc.

2012 – 2013

Research Analyst

Urban Unit P& D, Lahore, Pakistan

Worked in “Outsourcing of Solid Waste Management Services of Selected Cities” Project in Rawalpindi & Murree:

- GPS Survey of existing Scenario(Open Plots, Open Heaps, waste containers, Roads Length and width for mechanical sweeping etc)
- Report Writing
- Hospitals Survey for Waste Management System

Worked in “Punjab Small Industrial Estates Survey Project”:

- I have done GPS Survey of Punjab Small Industrial Estate of District Taxila, Wah, Chakwal.
- Fill all the records of all the industries on prescribed Performa with complete industry detail and pictures

Worked on “Flood Affected Areas Survey Project”:

- Conduct android based Survey of Flood affected areas of District Chakwal.
- Distribute data and train surveyors
- Collect Data and reports on Daily Basis
- HR Management
- Report Writing

EDUCATION

2012	<i>MBA</i>	Federal Urdu University, Islamabad
2009	<i>BBA (Hons)</i>	University of Sargodha, Sargodha
2002	HSSC	BISE Rawalpindi
2000	SSC	BISE Gujranwala

RELEVANT SKILLS

- **Computer skills:** Microsoft Office, E-Commerce,
- **Technical:** Accounting & Auditing, Data mining, Data Analysis
- **Professional/Social:** Teamwork, Communication, Leadership, Organization, Problem-solving, Attention to detail.
- **Languages:** Urdu, English

REFERENCES

Saad Zafar

(Business Analyst Pay active- SDS – IT)
Cell # 0333-5458818

Rizwan Musharraf

(Assistant Manager, S & P Global, Pakistan)
Cell # 03349093993