Mustakim Pathan

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Summary

- Passionate and dedicated Data Analyst committed to driving innovation and making a positive impact within organizations. Seeking opportunities for professional growth in the field of Data Analyst. I am committed to continuous learning and embracing challenges to achieve organizational objectives. I am determined to maximize my potential and play a valuable role in advancing data-driven initiatives.

Experience

MIS Executive | Aug 2022 – June 2024

I have **an experience of 2 years in NMD Infotech. Where I was working as MIS Executive.**

Roles and Responsibilities:

- **Data Management:** Collect, organize, and maintain accurate and secure data.
- **Reporting:** Prepare regular and ad-hoc reports for management.
- **Analysis:** Analyze data trends and provide actionable insights.
- **System Maintenance:** Manage and optimize MIS tools, troubleshoot issues.
- **Automation:** Streamline reporting processes using tools like Excel, SQL, or Python.
- **Coordination:** Collaborate with departments to gather and validate data.
- **Compliance:** Ensure data accuracy, integrity, and adherence to policies.
- **Support:** Train staff and provide technical assistance for MIS systems.

Skills

- Python
- Advanced Excel
- NumPy
- Pandas
- MySQL
- Power BI
- Exploratory Data Analysis

Education

Pune University – Master of Computer Science
(2022)

Pune University – Bachelor of Computer Science
(2020)

L.N.H. Vidyalaya Jamkhed - HSC, Science
(2016)

L.N.H. Vidyalaya Jamkhed - SSC
(2014)

Certifications

- Data Analyst Certification
- PYO101EN Python Certification
- Advanced Excel

Language

- **Marathi:** First Language
- **Hindi:** Advanced
- **English:** Upper Intermediate