




Muhammad Tayyab

Junior Data Analyst | SQL, Excel, Tableau | Open to Remote Roles

+92 305 4463872 ✉ muhammادتayyab8838@gmail.com 
[linkedin.com/in/muhammادتayyabfreelance](https://www.linkedin.com/in/muhammادتayyabfreelance)
 github.com/tayyab-data  Portfolio

Professional Summary

Data Analyst with hands-on experience in billing operations, logistics tracking, and client data coordination. Proven ability to transform raw operational data into actionable reports and dashboards using SQL, Excel, and visualization tools. Strong attention to detail honed in fast-paced, deadline-driven environments. Seeking a remote Junior Data Analyst role to contribute to data-driven decision-making and grow within a distributed team.

Technical Skills

- **Data Analysis & Reporting:** Data Cleaning, Validation, KPI Dashboards, Business Reporting
- **Databases & Querying:** SQL (SELECT, JOIN, GROUP BY, Aggregation), Basic Database Concepts
- **Analysis Tools:** Excel (Pivot Tables, Charts, Slicers), Google Sheets, Tableau
- **Programming:** R (Data Analysis Foundations), Python (Pandas, NumPy - Beginner)
- **Soft Skills:** Client Communication, Process Documentation, Remote Collaboration, Detail Orientation

Experience

Client Support & Data Coordinator **Jul 2024 – Dec 2025**
Inceptech Solutions, Lahore (Remote-Friendly)

- Managed client onboarding & support across 10+ business pages using Meta Business Suite, contributing to \$100K+ in sales.
- Improved customer response time by 50% by implementing AI-optimized chat responses.
- Maintained accurate activity logs and tracking sheets in Google Sheets, ensuring real-time data for internal reporting.
- Trained 15+ team members on AI tools (ChatGPT, Jasper) to enhance customer interaction quality.

Billing Support Associate **Feb 2023 – Jun 2024**
Nexa Solutions, Lahore

- Processed 50+ daily customer billing inquiries for U.S. telecom clients with a 95% resolution rate.
- Extracted and entered billing details into structured Excel trackers, ensuring 100% data accuracy for monthly audits.
- Supported revenue tracking by identifying and correcting data inconsistencies in billing datasets.

Debriefing Agent **Oct 2021 – Jan 2023**
BlueEX, Lahore

- Conducted daily post-route debriefings, verifying shipment statuses and resolving discrepancies in real-time.
- Maintained accurate delivery records and performance spreadsheets, improving operational transparency.
- Flagged inconsistent entries, reducing data errors and enhancing customer delivery tracking accuracy.

Freelance Resume Writer & Content Specialist **Mar 2021 – Present**
Self-Employed, Remote

- Delivered 200+ ATS-optimized resumes with 95% client satisfaction.
- Authored data-focused content (e.g., "Chandrayaan-3 Analysis" used as academic reference material).
- Streamlined client operations using data-driven methods, achieving 30% efficiency gains.

Project Portfolio

1. Operations & Billing Data Analysis

- *Tools: SQL, CSV, Business Analysis*
- Analyzed subscription billing data to identify revenue leakage, billing errors, and customer usage patterns.
- Wrote production-style SQL queries to answer 10+ business questions on plan distribution, payment risk, and revenue forecasting.

2. Logistics Operations Dashboard

- *Tools: Excel (Pivot Tables, Pivot Charts, Slicers)*
- Built an interactive dashboard from logistics data to track delivery KPIs, return rates, and cash-on-delivery risk.
- Implemented dynamic city-based filtering and visualizations to support operational decision-making.

Education

BS (Hons) Mathematics

Sep 2022 – Jul 2026 (Expected)

University of Education, Lahore

Relevant Coursework: Statistics, Database Systems, Optimization Theory, Mathematical Modeling

Certifications

- **Google Data Analytics Professional Certificate** (Coursera) Aug 2025
- **Aspire Leaders Program** (Harvard-affiliated Leadership & Critical Thinking) Nov 2024
- **Data Analysis with R Programming** (Google/Coursera) Oct 2025

Availability & Location

- **Status:** Available for full-time remote positions (40+ hours/week)
- **Timezone:** PKT (UTC+5). Available for overlap with EU mornings (till 23:30 PKT) and US East Coast afternoons (till 02:00 PKT).
- **Location:** Lahore, Pakistan. Fully equipped for remote work with reliable internet.