

TUFAIL AHMAD

Data Analyst – MIS & BI Specialist – Business Intelligence Analyst

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✓ Dubai, UAE ✓ Employment Visa ✓ Immediately Available



PROFESSIONAL SUMMARY

Results-oriented Data Analyst and BI Specialist with 3+ years of experience in Data Analysis, Business Intelligence, MIS Reporting, and KPI Dashboard Development. Proven track record of transforming complex datasets into actionable insights using Power BI, SQL, Python, and Advanced Excel — consistently improving reporting accuracy, reducing turnaround time, and enabling data-driven decisions. Adept at Stakeholder Management, Data Governance, and delivering C-suite-ready analytics across finance, operations, and sales. Based in Dubai, available immediately.

TECHNICAL SKILLS

BI & Visualization: Microsoft Power BI | Tableau | Advanced Excel | Microsoft 365

Analytics & Reporting: KPI Dashboards | MIS Reporting | Executive Reporting | Variance Analysis | Trend Analysis | EDA | Data Storytelling

Languages & Databases: SQL | MySQL | SQL Server | MongoDB | Python | R

Frameworks & Libraries: Pandas | NumPy | Matplotlib | Scikit-learn

CRM & Automation: Zoho CRM | Automated Reporting Workflows | AI-Powered Analytics | Sales Pipeline Dashboards

Soft Skills: Stakeholder Management | Cross-functional Collaboration | Data Governance | Problem Solving | Business Insight Delivery

PROFESSIONAL EXPERIENCE

Data Analyst – CTCE

January 2025 – February 2026 | Dubai, UAE

- Spearheaded** end-to-end design and delivery of Power BI dashboards, KPI scorecards, and MIS reports, providing C-suite leadership with real-time visibility into project costs, resource utilisation, and operational performance.
- Engineered** SQL-based data quality frameworks with Power Query, enforcing Data Governance standards that reduced reporting errors by 35% and sustained 99%+ accuracy across all BI outputs.
- Automated** weekly and monthly reporting workflows using Python and AI-powered tools, cutting report preparation time by 60% and accelerating delivery to finance and operations teams.
- Executed** in-depth variance analysis and trend reporting on project budgets, timelines, and procurement spend, surfacing cost-optimisation insights that shaped decisions by project directors and finance leadership.
- Leveraged** Zoho CRM analytics to decode customer behaviour and build sales pipeline dashboards, delivering data-driven strategic recommendations that directly influenced senior stakeholder decisions.

Business Intelligence Analyst – W4Work

December 2023 – December 2024 | Islamabad, Pakistan

- Developed** and maintained automated reporting workflows in Python and Advanced Excel, reducing manual processing time by 40% and enabling higher-frequency dashboard refresh cycles for leadership.
- Implemented** SQL-based data quality controls combined with Power Query, improving data consistency by 30% and delivering audit-ready, stakeholder-trusted analytics outputs aligned with Data Governance best practices.
- Collaborated** with cross-functional business teams to capture requirements and standardise data schemas and documentation, accelerating data access and reducing report turnaround time.
- Synthesised** complex multi-source datasets into story-led executive presentations, surfacing key business trends and performance patterns that underpinned evidence-based strategic decisions.

EDUCATION

Bachelor of Science in Software Engineering | CECOS University of IT & Emerging Sciences, Peshawar

Graduated 2023 | GPA: 3.51 / 4.00

CERTIFICATIONS

Data Analytics & Business Intelligence | Digiskills.pk | 2022 | ID: JBQX4JJMK

Data Analysis with Python | FreeCodeCamp | 2023

LANGUAGES

English (Professional Proficiency) | **Urdu** (Native) | **Pashto** (Native)