

MUHAMMAD ASIM QURESHI

Data Analyst | MIS Coordinator | HR Professional | Admin Manager

+971 58 150 5237 | people.m.asim@gmail.com | Flat No. 21, Al Thani Building, near Union metro, Dubai
in/asimqureshi1980 | Visa Detail: Visit Visa



Career Summary

Results-driven professional with a proven track record as an Excel Expert and Data Analyst, equipped with advanced skills in Power BI and Power Query. Demonstrated expertise in leveraging Excel's functionalities for complex data analysis, utilizing advanced formulas and macros to streamline operations. Adept at transforming raw data into actionable insights. Proficient in designing and developing impactful dashboards in Power BI, incorporating dynamic visuals and interactive features. Known for driving data-driven decision-making processes. Seeking opportunities to contribute advanced analytical skills and comprehensive knowledge of Excel, Power BI, and Power Query to drive success in data-centric roles.

Core Skills & Competencies

Power BI & Power Query	Advanced Excel	Dashboards Reporting
Data visualization	Data Modelling & Cleaning	MIS Management
Flexibility to work across	Project Management	Strong problem solver
Excellent communication	Attention to detail	HR & Administration

Professional Experience

National Bank of Pakistan | Unit Head HR Operations, Karachi, Pakistan | Feb 2022 – Present

- Lead the verification unit, overseeing the team's operations and ensuring the accurate verification of antecedents and degrees.
- Manage the MIS and generated comprehensive reports using Power query to support informed decision-making.
- Developed various type of automated dashboards, using Power BI to make reporting system and to check KPI's and targets.
- Utilize pivot tables for in-depth data analysis and apply advanced formulas for data manipulation.
- Develop macros to automate repetitive tasks, combine and transform data from multiple sources using Power Query.
- Apply advanced transformations (e.g., merging queries, unpivoting data).
- Use various Power BI visualizations for effective communication.
- Ensure the accuracy of educational records in the SAP system, meticulously validating and updating data to maintain precise and up-to-date information.
- Spearhead the verification process, guaranteeing the integrity of verified records within the SAP system.
- Implement data updates in the SAP system, contributing to the overall efficiency and accuracy of HR operations.

Achievements

- Recognized as high achiever, attention to detail and dedicated to work, receiving a Certificate of appreciation in October 2023, at National Bank of Pakistan.

Silkbank Limited | Assistant Manager HR, Karachi, Pakistan | Jan 2018 – Jan 2022

- Provided invaluable support in payroll management for both permanent and contractual staff, contributing to accurate and efficient financial processes.
- Designed a sophisticated macro function through advanced Excel formulas, automating bulk payroll processing with single-click functionality. This innovation significantly enhanced efficiency, reducing processing time by 70%.
- Implemented automation using Excel macros, resulting in a 50% reduction in report generation time. Improved data visualization in Power BI, enhancing data comprehension by 40% among team members.
- Design interactive and visually appealing reports.
- Combine multiple reports into a cohesive dashboard.
- Create dynamic charts and Implement sparklines for trend visualization.
- Oversaw the Exit Management Process for both permanent and contractual staff nationwide, ensuring a smooth and compliant departure process.
- Managed comprehensive processes for employee transitions, including coordination with new employers for loan takeover and subsequent follow-ups, fostering a seamless handover.
- Issued Release letters and Service Certificates with precision, adhering to final settlement formalities and compliance standards.
- Executed meticulous antecedent verification processes for former staff, reinforcing the accuracy and reliability of HR records.

Achievements

- Awarded the Best Performance Award in 2017, at Silkbank Limited.

Silkbank Limited | Officer Employee Relations & HR Governance,Karachi, Pakistan | Jan 2015 – Dec 2017

- Oversaw a portfolio comprising approximately 3000 third-party Outsourced Staff, ensuring effective management and coordination of their employment life cycle.
- Facilitated high-quality and timely hiring of staff through Third-Party Contractors, emphasizing efficiency and adherence to organizational standards.
- Prepared comprehensive hiring approval memos and communicated hiring requests to vendors, ensuring streamlined and transparent processes.
- Managed the resignation process for all Outsourced staff, meticulously checking and overseeing their full and final settlements to guarantee accuracy and compliance.
- Ensured the punctual disbursement of salaries for all outsourced staff, contributing to seamless financial processes.
- Conducted performance appraisals for both outsourced staff and permanent subordinate staff, fostering a culture of continuous improvement and professional development.

**Professional Employers (Pvt.) Ltd.
Executive Client Relationship | Sep 2014 – Jan 2015 | Employee Service Executive | Jul 2013 – Aug 2014 | Office Assistant | Nov 2011 – June 2013**

- Orchestrated seamless communication with clients, ensuring precise understanding of staffing requirements and fostering productive relationships.
- Devised and executed impactful job posting and advertising strategies, utilizing diverse platforms and social media to attract and engage passive candidates.
- Applied meticulous screening and shortlisting methodologies, rigorously reviewing resumes and applications to identify and qualify potential candidates.
- Conducted comprehensive interviews, employing a strategic assessment approach to select the most suitable candidates aligned with client needs.
- Managed the end-to-end coordination of interviews, facilitated candidate assessments, and provided seamless onboarding assistance for a positive integration experience.
- Oversaw HR and administrative aspects for outsourced staff, guiding them through the entire employment lifecycle, from onboarding procedures to effective exit management.

Achievements

- Recognized for outstanding performance and consistently meeting high expectations in monthly internal audits throughout 2013, receiving a Certificate of Achievement in December 2013, at Professional Employers (Pvt.) Ltd.

Self-Employed | 2009 – 2011

Professional Employers (Pvt.) Ltd. |Verification Executive | Jan 2007 – Dec 2008

Education

Bachelor’s Degree	
University of Karachi, Pakistan	Year 2013