



MUHAMMAD TALHA SAJID

DATA ANALYST • IT SYSTEMS SUPPORT OFFICER

CONTACT

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EDUCATION

2022-2025

COMSATS UNIVERSITY
ISLAMABAD

- MS (Computer Science)
- GPA: 3.28/ 4.0

2015 - 2019

FOUNDATION UNIVERSITY
ISLAMABAD

- BS (Electrical Engineering)
- GPA: 2.89 / 4.0

SKILLS

- Project Management
- Data Analysis
- Statistical analysis (SPSS, Stata, EViews)
- Python
- SQL
- Research & Development
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Database Management
- Data visualization & Dashboards
- Report Writing & Policy Analysis

PERSONAL STATEMENT

Research-focused data analyst with experience in quantitative analysis, sectoral research, statistical modeling and report preparation. Skilled in analyzing national and international datasets, preparing evidence-based insights, and developing dashboards for decision making. Experienced in managing IT infrastructure, performing quantitative analysis, creating dashboards, handling official correspondence, and ensuring smooth administrative, finance, and procurement workflows in public sector environments.

WORK EXPERIENCE

■ Zarai Taraqati Bank Limited (ZTBL), Islamabad

Data Engineer

MARCH 2026- PRESENT

- Develop and maintain enterprise applications using Oracle APEX for internal business processes and reporting needs.
- Provide technical support and enhancements for Oracle E-Business Suite R12 HRMS modules, ensuring smooth HR operations.
- Write and optimize SQL and PL/SQL queries, procedures, and packages to manage and process HR and organizational data.
- Design and generate custom reports and dashboards for HR analytics and decision-making.
- Handle data extraction, validation, and transformation from ERP systems for reporting and integration purposes.
- Maintain data accuracy, integrity, and security in compliance with organizational policies.
- Support system integrations and data migration activities within Oracle-based environments.
- Document technical specifications, workflows, and system changes for ongoing support and knowledge sharing.

■ Punjab Enforcement & Regulatory Authority (PERA), Rawalpindi

System Support Officer

MAY 2025 - MARCH 2026

- Manage and troubleshoot IT hardware (desktops, laptops, printers, scanners) and configure software applications as per PERA requirements.
- Monitor and resolve network connectivity issues and coordinate with external IT vendors for specialized system support.
- Maintain hardware/software inventory, IT documentation, contracts, warranties, and service agreements.
- Administer and manage Force Requisition Portals, EPADS, and the Price Control Magistrate App, ensuring system availability, data accuracy, and timely updates.
- Prepare duty rosters and ensure operational coverage across enforcement stations.
- Draft, manage, and dispatch official correspondence; maintain systematic filing of official records, memos, and reports.
- Handle procurement processes, office supplies, vendor bills, financial documentation, and petty cash reconciliation.
- Coordinate with landlords, service providers (internet, electricity, maintenance), and courier services for smooth office operations.
- Prepare periodic reports on IT performance, administrative activities, and financial expenditures for management review.

CERTIFICATIONS

- Data Analytics and Business Intelligence
- Search Engine Optimization (SEO)

IT & SYSTEMS

- Windows Server
- Network Configuration
- Troubleshooting
- System Administration

TOOLS/PLATFORMS

- Microsoft Office (Advanced)
- Excel (Pivot Tables, Power Query)
- Google Workspace
- Git / GitHub
- Cloud Storage Systems

ANNOTATION TOOLS

- Label Studio
- LabelImg
- PwC Annotation Tool

LANGUAGES

- English (Fluent)
- Urdu (Native)

■ Deep Reader GmbH., Remote Data Engineer

MAR 2021 - APRIL 2025

- Developed efficient automation workflows for generating and managing Excel-based datasets, ensuring precise data representation and significantly reducing manual processing time.
- Improved DFKI Cloud Data infrastructure by designing, optimizing, and tuning SQL queries, resulting in markedly faster and more reliable data retrieval.
- Streamlined and refactored database schemas, implementing normalization and consistency checks to minimize redundancy and enhance data integrity across large datasets.
- Mastered and utilized advanced annotation tools (LabelImg, LabelStudio, PwC Annotation Tool) to prepare high-quality datasets for machine learning and OCR model development.
- Collaborated with cross-functional engineering and research teams to troubleshoot, optimize, and enhance data visualization pipelines using Microsoft Power BI and Python, reducing reporting turnaround time by 20%.
- Conducted rigorous data quality assurance, validation, and integrity audits to ensure all processed datasets met strict project specifications and client standards.
- Provided technical support for automation scripts, Python-based transformations, and ETL pipelines to ensure seamless data flow across multiple stages of the project lifecycle.

■ COMSATS University, Islamabad Graduate Researcher

Feb 2023 - Feb 2025

- Conducted quantitative and qualitative data analysis using Python, SQL and statistical methods to extract meaningful insights from large biomedical and technical datasets.
- Regularly prepared analytical reports, literature reviews, and visual summaries to present research findings to supervisors and review committees.
- Collaborated with faculty on policy-oriented discussions related to transparency, interpretability and responsible AI adoption in national sectors.
- Participated in research meetings where sectoral impact, feasibility analysis and potential industrial applications of AI were discussed
- Independently carried out research on improving interpretability in Graph Neural Networks (GNNs) for biomedical applications.
- Explored and implemented interpretability techniques such as CAPTUM, Gradient-based attribution methods, and SHAP to enhance transparency in GNN models.
- Applied Python, PyTorch, and NetworkX to analyze gene expression data and evaluated model fidelity and explanation quality through quantitative and qualitative methods.

■ HUAWEI Technologies, Islamabad Internee

Nov 2021 - Feb 2022

- Configuration Engineer in CM PAK Project 2021.
- Worked on SCM tasks in Saudi Mobily Project.
- Expert in Microwave, 3G/4G/5G, Core and Optical Transmission operations.