



Parkash Poonja

BBA'26 | Aspiring Business Analyst

✉ parkashvalasai20@gmail.com

📞 +92 332 2085173

📍 Tharparkar, Sindh, Pakistan

🌐 parkashpoonja

I am currently pursuing a Business Studies degree with a specialization in Business/Data Analytics. My proficiency in MS Office, MS Excel, SPSS, Power BI, SQL, Python and R Language enables me to create professional presentations and manage data efficiently, And I consider myself a responsible and orderly person.

EDUCATION

Bachelor in Business Administration

Namal University, Mianwali
Sep 2022 - Jun 2026 | CGPA: 3.19

FSC in Pre-Engineering

Gvot. Higher Secondary School Kaloi
Apr 2020 - Mar 2022 | Grade: A-1

WORK EXPERIENCE

Alumni & Placement Office – Work Study

Namal University, Mianwali - On-site
Managed alumni data, placement coordination, & reporting, developing skills in data management, organizational support, and communication.
Oct 2025 - Jan 2026 | Mianwali

Nisar Aziz AgriTech Center – Work Study

Namal University, Mianwali - On-site
At Nisar Aziz AgriTech Center Namal University, contributing to research projects and developing research skills.
Oct 2024 - Feb 2025 | Mianwali

General Store Manager - Part-time

Valasai General Store Kaloi - On-site
Managed daily store operations, inventory, and customer service, developing skills in store management, sales, & financial management.
Jun 2020 - May 2022 | Tharparkar, Sindh

VOLUNTEERING

Namal Dramatics Club

Head of Finance
Overseeing financial planning, budgeting, and management to support creative productions and events while driving sustainability.
Sep 2024 - Aug 2025

Namal Society for Social Impact

Course Instructor
Delivering high-quality education, teaching, assessing, and evaluating students to foster academic excellence and personal growth.
Sep 2023 - Aug 2024

Namal Society for Social Impact

Team Member
As a NSSI team member, collaborating on events and initiatives that fostered community engagement and promoted social impact.
Sep 2022 - Aug 2023

SKILLS

MS Office MS Excel Power BI Google Sheet SPSS
Stata Canva SQL Python R Language

PERSONAL PROJECTS

AICON: BRIDGE THE GAP, BUILD THE FUTURE

Final Year Project
A digital platform connecting academia and industry to enhance research commercialization, internships, and talent collaboration in Pakistan.

Traffic Accident & Road Safety Analysis Dashboard

Freelancing Project
Built an Power BI dashboard to analyze traffic patterns, accident trends, & key road safety factors using data visualization & analytical insights.

Comparative Financial Statement Analysis

Course Project
Conducted a comprehensive comparative financial analysis of MLCFL & BWCL analyzing financial ratios, dashboard analysis & SWOT analysis.

CERTIFICATES

Data Analytics & Business Intelligence

Digiskills
Introductory course on data analysis and business intelligence tools for data-driven decision.
Nov 2023

Online Leadership Course

edX
Built leadership skills through Aspire Leadership Program, improving vision, teamwork, and strategic communication.
Mar 2024

Data Analysis with Power BI

DataCamp
Gained basic knowledge of Power BI, learning to create interactive data visualizations & dashboards to effectively communicate insights & trends.
May 2024

LANGUAGES

English
Professional Working Proficiency

Chinese
Elementary Proficiency

Urdu
Full Professional Proficiency

Sindhi
Native or Bilingual Proficiency