PERSONAL DETAILS

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| --- | --- | --- | --- | --- |
| **Name:** | **Waseem Mushtaq** |  | |  |
| **Address:** | House No 7 Mohallah Ali Abad Gulbahar No 3 Peshawar, Pakistan |  |  | |
| **CNIC No:** | 17301-1969518-3 | **Email:** | | Waseemmushtaq1993@gmail.com |
| **DoB:** | 19**Th Sep 1993** | **Mobile Tel:** | | 0092-313-9607075 |
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PROFILE

To enter into a dynamic professional career where I could work in a competitive environment and respond to emerging challenges by making optimum use of my knowledge, skills and abilities in order to repute organization and serve the humanity.

EXECUTIVE SUMMARY

• 5+ years’ experience of data analysis, programming

• Created presentation for different seminars

• Experience in plan and strategy making

• More than 3 years of experience of working in team and coordinated activities

• Worked in tense conditions to meet organizational goals

• 3+ years of Oracle Development experience

• Customization and Personalization of Oracle Applications

• Developed reports and in Oracle report Builder 10g

• Defining the technical standards and approaches of resolving the issues

• Providing application training and support to end users.

• IT Support to whole office

• Network Management

• Server Management

EMPLOYMENT HISTORY

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| --- | --- | --- | --- |
| **Organization** | **Post** | **Duration** | **From- To (Year)** |
| PEOPLEs HR- PEI | Data Usage and Risk Assessment Officer | Con | Apr 21-Con |
| Chip Training and consultants- PEI | Data Support Officer | Con | Nov-17-Mar 21 |
| World Health Organization | Data TTSP/Assistant | 2 Years | Oct-15 to Nov-17 |
| KP IT Board | Internship | 6 months | Mar-15 to Sep-15 |
| SoftDepth Solution | PHP Developer | 6 Months | Sep-14 to Sep-15 |
| Punjab Engineering Works | Account Officer | 2 Years | Jan-12 to Aug-14 |

EDUCATION

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| --- | --- | --- | --- |
| **College/University** | **Qualification** | **Marks/CGPA** | **Total Marks** |
| CECOS University | BS (Computer Science) | 3.0 | 4.0 |
| About Technologies | Web Engineering Course | 870 | 900 |
| Khyber Group of Colleges | FSc (Pre-Engineering) | 673 | 1100 |
| Beacon Light Public School | Matric (Science) | 543 | 900 |

Other Skills

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| --- | --- |
| * Tableau with API integration (Expert Level) * PowerBI with API integration (Expert Level) * Kobo Collect with API integration (Exprt Level) * ODK Collect with API integration (Expert Level) * QGIS (Expert level) * Clappia (Expert Level) * Google Apps with API integration ( Datastudio, Sheets, Forms) * Monitoring, Evaluation & Reporting * Programming & Testing Applications * Data Collection and analysis * Real time reporting * Statistical Package for Social Sciences (SPSS) * Good Communication Skills & Public dealing * Good Management Skills * Team work approach * Presentation Skills * Internet * In-Page |  |

Professional Experiences/Employment

**Apr 2021 - Con**

**Organization: Professional Employers Pvt Ltd (PEOPLES HR) - (Polio Programme)**

**Position: ERU Data Usage Officer (Polio Eradication)**

**Duties & Responsibilities**

* Collect daily staff attendance SMS and generate monthly attendance report for the assigned district.
* Supervision of UCOs, UCPO and AICs regarding data cleaning, data validation and data management.
* Follow-up with UC staff for submission of data for reports.
* Monitor and follow-up with UC staff on regular data upload on polio info database.
* Maintain datasets of CBV UCs in the assigned district.
* UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
* Collate and analyze campaign data, monitor feedback from UCOs and generate daily CBV monitoring updates during campaigns
* Guide and on job train CBV staff on reporting tools.
* Analyze data of dashboard indicators with UC wise feedback to the UCO and SMs
* Maintain close liaison with DPCR data operator for two-way data flow.
* Generate and share extended catch-up coverage report from DSC dataset with the concerned DPCR. Collate and relay CBV dataset as per DSC SOP
* To work as focal person for DSC correspondence and follow-up with field staff.
* Collection of data for campaign planning from UC level for onward submission.
* Maintain the data of social characteristics of polio cases of the respective district.
* Spot check missed children logbook and child registration logbook of the assigned district

**Nov-2017 – Mar 2021**

**Organization: Chip Training Consultant- (Polio Programme)**

**Position: Data Support Officer (Polio Eradication)**

**Duties & Responsibilities**

* Collect daily staff attendance SMS and generate monthly attendance report for the assigned district.
* Supervision of UCOs, UCPO and AICs regarding data cleaning, data validation and data management.
* Follow-up with UC staff for submission of data for reports.
* Monitor and follow-up with UC staff on regular data upload on polio info database.
* Maintain datasets of CBV UCs in the assigned district.
* UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
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* Maintain the data of social characteristics of polio cases of the respective district.
* Spot check missed children logbook and child registration logbook of the assigned district

**Oct-2015 – Nov-2017**

**Organization: World Health Organization**

**Position: Data TTSP/Assistant (Polio Eradication)**

**Duties & Responsibilities**

* Provide Assistance in developing MIS.
* Maintaining and upgrading in MIS according to need.
* IP configuration of network devices such as router, switch, hub, printer.
* Filing of all AFP cases (Polio Surveillance) in WHO-KP Office.
* Digitizing AFP file data into Online IFA software and in EDCS (Expert Data Cloud System).
* Data Cleaning to find out all Indicators used in AFP Surveillance.
* Digitizing Lab results, 30 HH clusters and Health Seeking Behavior data of each AFP Case into EDCS.
* Data analysis in Excel using Pivot Table, Pivot Chart and Slicer.
* Presentation of AFP Surveillance.
* Worked as Data TTM/Assistant in SIAs Campaigns collect clusters (ICM/PCM) from field and digitized in MIS.
* Ensure timely submission of periodic reports including 30 HH cluster survey / detail epidemiological investigation form for urgent AFP and polio cases.
* Collected Zero Report from UC level Staff and maintain Zero Report Register.
* Add/Modify Active/Zero Report Sites in IDIMS software with DSO and PDA.
* Collected 15/7 days before Readiness Report from UCPOs and TTMs before campaigns.

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| **Sep-2014 – Sep-2015**  **Organization: SoftDepth Solution**  **Position: Online Application Developer (PHP)**  **Duties & Responsibilities**   * Developing web application in PHP tool. * Building Database in SQL Language using MySQL for web application. * Making website Format in HTML5 and in CSS. * Creating Runtime effects for web application in Java Script and in JQuery. * Make separate Admin panel for every web application, which control whole user end.   **Jan-2012– Aug-2014**  **Organization: Punjab Engineering Works (Part Time)**  **Position: Accountant**  **Duties & Responsibilities**   * Invoicing/Billing (Accounts Receivable – Sales Ledger/Credit Control). * Maintenance of all Machineries. |

Other Skills

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| --- | --- |
| * Monitoring, Evaluation & Reporting * Programming & Testing Applications * Data Collection and analysis * Real time reporting * Statistical Package for Social Sciences (SPSS) * Good Communication Skills & Public dealing * Good Management Skills * Team work approach * Presentation Skills * Internet * In-Page |  |

REFEREES

**Mr. Sabir Azeem Mr. Saud Rokhani**

**Provincial Data Assistant - (WHO-PEI) Provincial Data Officer**

**Provincial EOC (UNICEF-PEI) Provincial EOC (UNICEF-PEI)**

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