

Sajjad Ahmad

Contact

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Skill Highlights

- Data Base Designing
- High exposure to Microsoft Windows, Microsoft Excel
- Experience in trouble shooting and system maintenance
- Excellent command on Microsoft Office
- Expert in internet browsing
- Cash management
- Asset Management
- Fleet management
- Event management
- Work load management
- Scheduling planning
- Self-motivation
- Good decision- making
- Conflict resolution

Languages

- English
- Urdu
- Pashto

Summary

Over six (6) years of expertise in **Database/Data Entry and MIS** worked with National and International organizations which enrich my skills of donor reporting data analysis, data management, voucher and payment processing. My most recent job with Care International Pakistan enhances my skills of Data Managing, data cleaning, Database Designing, administration of Asset management, fleet management, petty cash handling, office procurement and vendor relations.

Experience

Data Entry Officer-- February 2020 to Jul-2022.

Dareecha Male Health Society

- Responsible for operating and managing the health information system by daily uploading the data entries
- Converts hard copies of all the documents, forms and records into soft copies
- Ensures up-to-date electronic record keeping and verification of manual data
- Maintain and ensure completeness of clients and beneficiary data both in the health information system and manual registers.
- Prepare and share daily, weekly and monthly reports on client data (Monthly report should be signed by the CBO site manager after verification of data).
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data as requested
- Perform regular backups to ensure data preservation
- Sort, organize and store paperwork after entering data
- Scan documents and print files, when needed
- Comply with data integrity and security policies
- Keep information confidential
- Prioritized work according to level of urgency
- Any other task assigned by the supervisor

Data Entry Operator – April 2019 to 30th November 2019.

Care International, Bannu/NWA, Pakistan

- Develop data management systems, tool and processes that meet CARE Pakistan
- Design/recommend appropriate software/databases for record keeping of various programs.
- To collect daily data from Field using appropriate means available
- Update database on daily basis for all project modalities
- Share and update field staff on data analysis
- Aggregate data received from the field by computer processing using CARE standard and other approved formats ensure that compilation is free of error by preparing plan verses actual
- Ensure that the summarized data meets the donor and CARE requirements, display comparison matrix of project by modality and performance on key project indicators.
- Maintain project files and other material at Care International and ensure that the files are up to date, maintained in order and have summary contents to ease access to needed documents both in soft as well as hard form
- Ensure that data management system is functional and providing timely analysis for Project Manager.
- Ensure that your primary analysis helps the project staff and senior management to detect possible falls from facts.
- Ensure that the reports generated are in proper standard formats, data is correct and accurate.

- Summarize and sort progress and monitoring data by area, sector, location, partners' projects, project type (emergency/development) donors, Gender and other specification to best contribute to appropriate analysis and decision-making.
- Participate in the process of final interpretation of the progress and monitoring reports to assist the management to make sound and realistic decisions. Crosscheck interpretations to ensure accuracy.
- To provide help and support for the project management tool.
- Other duties as assigned requirements

Acting Admin & Logistic Officer-25th July to 30th Nov 2018.

Care International, Bannu/NWA, Pakistan

- Managing inventory of assets with proper assets maintenance and supplies, sourcing for suppliers (vendors) and submitting invoices.
- Preparing month forecasts for field office Bannu and sharing with Country office.
- Compliance and documents management.
- Fleet Management and making sure the availability of vehicles for extensive field visits, doing timely vehicle maintenance.
- Petty Cash Management.
- Asset Management, ensuring.
- Managing and assigning duties to office assistants, organizing their leave records and doing appraisal
- Greeting guests and visitors.
- Assist in Procurement Process.
- Provide general administrative support to the project operations of IHA, ECHO and PHPF grants in NWA FATA
- Ensure all care staff are aware of required rules and regulations
- Set up and maintenance of office support systems for telecommunications, general office support, vehicle management, travel and accommodation support and all other support as needed.
- Manage lease agreements for office as well as any other facilities
- Ensures the availability and proper utilization of all organization's facilities;
- Ensure hygiene of office and facilities are maintained in proper order.
- Any other tasks assigned by the management.

Data Entry Operator - November/2017 to 24th July 2018.

Care International, Bannu/NWA, Pakistan

- Develop data management systems, tool and processes that meet CARE Pakistan
- Design/recommend appropriate software/databases for record keeping of various programs.
- To collect daily data from Field using appropriate means available
- Update database on daily basis for all project modalities
- Share and update field staff on data analysis
- Aggregate data received from the field by computer processing using CARE standard and other approved formats ensure that compilation is free of error by preparing plan verses actual
- Ensure that the summarized data meets the donor and CARE requirements, display comparison matrix of project by modality and performance on key project indicators.
- Maintain project files and other material at Care International and ensure that the files are up to date, maintained in order and have summary contents to ease access to needed documents both in soft as well as hard form
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- Summarize and sort progress and monitoring data by area, sector, location, partners' projects, project type (emergency/development) donors, Gender and other specification to best contribute to appropriate analysis and decision-making.
- Participate in the process of final interpretation of the progress and monitoring reports to assist the management to make sound and realistic decisions. Crosscheck interpretations to ensure accuracy.
- To provide help and support for the project management tool.
- Other duties as assigned requirements

Data Entry Operator- from May 2016 to November 2016

Tameer e Khalq Foundation (TKF)

- development and implementation of practical continuous improvement processes
- effective management of employee performance including appraisals, support, training and discipline
- development and maintenance of a safe work environment to meet all health and safety standards
- planning and management of resources to consistently meet production, quality and cost goals
- resolution of critical issues in a time-sensitive environment using excellent analytical skills

Data Entry Operator- from August 2014 to December 2015
Pakistan Read Crescent Fata (PRC)/ World Food Program (WFP)

- Accurate interpretation, compilation, and entering of data in the computer system.
- Proper analysis and verification to ensure data integrity.
- Storing correct information in the desired database locations.
- Completion of the required task within the desired deadline.
- Manage additional responsibilities including troubleshooting, file back-ups, regular updating, and retrieval of data, as and when required.

Education

- **Bachelor in Physical Education**
2015 University of science and technology Bannu
- **Diploma in Information Technology (DIT)**
2016 Trade Testing Board Peshawar.

References

Will be furnished on demand.