QUALIFICATION:

Master of Political Science
Danish Kaada Law College, Bannu
(2018 – 2021)

Master of Computer Science
Abasyn University, Peshawar
(2013 – 2015)

B.Sc (Computer Science)
University of Peshawar
(2010 – 2012)

F.Sc (Computer Science)
Ppc School & College, Peshawar
(2008 – 2010)

DIPLOMA:

Diploma in I.T
B.T.E, Peshawar
(2012 - 2013)

Diploma in Safety Officer
T.T.B, Peshawar
(2014 – 2015)

Diploma in Short-Hand
Computer Guidance College,
Peshawar (2015)

CERTIFICATE:

Office Automation
Aptech Institute of I.T, Peshawar
(01-07-2011 – 30-09-2011)

Basic Networking
Aptech Institute of I.T, Peshawar
(10-10-2011 – 25-11- 2011)

Graphic Designing
Aptech Institute of I.T, Peshawar
(01-01-2012 – 12-02-2012)

Advance Hardware
Aptech Institute of I.T, Peshawar
(10-10-2011 – 25-11- 2011)

Video Editing
Aptech Institute of I.T, Peshawar
(15-02-2012 – 31-03-2013)

SKILLS:

Computer Literacy
Data Analysis / Management
Data Visualisation Techniques
Monitoring & Evaluation
Administration & Logistics
Communication & Reporting
Drafting & Documentation
Office Management
Graphic Designing
Work Under Pressure

SAFDAR ALI SHAH

Syed Abad P/O Serai Naurang District Lakki Marwat
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0314-9418198 / 0331-9418198

PROFESSIONAL SUMMARY

Performance driven professional with over eight (08) years' experience in successful program development & implementation. Energetic presenter and confident communicator with the ability to circulate information in a way that is clear, efficient, and beneficial for end users. Creative in finding solutions to problems and determining modifications for optimal use of organizational data. Highly educated, possessing a Bachelor's, a Master's and professional certification in Computer.

EXPERIENCE

Sub-Divisional Coordinator (GIZ – Fata Development Program)
HRDC - IM | Sciences, Sub Division Bettani, Lakki Marwat
17-02-2022 – 31-08-2022

Working as full time Sub-Divisional Coordinator for Sub Division Bettani, Lakki Marwat under "Fata Development Program (FDP)" Project of GIZ Pakistan and serve as the Focal Point for coordination with Sub Divisional Education Officer (SDEO) for implementing of FDP Technical assistance activities at SD Level and provide guidance in SD Level planning and coordination.

Organize and participate in SD Level meetings with ADEO and DDEO to share data on SD Level performance indicators.

Technically assist SDEO in analyzing data to prepare for the SD Steering Committee meetings.

Assist Elementary and Secondary Education Department (E&SED) delivery teams in implementation of SD Level activities including activities under SD Education Plan, feedback on capacity building events/workshops, collection of data for research, monitoring and evaluation activities and support communication functions by sharing success stories, photographs and dissemination of important update from E&SED.

Data Associate – KP (Pakistan Deworming Initiative)
Interactive Research and Development (IRD), Peshawar
08-11-2021 – 31-12-2021

Worked as full time Data Associate for KPK under "Pakistan Deworming Initiative" Project of IRD Pakistan and was responsible for generating and maintaining the Management Information System (MIS) for all project and other nutrition related activities.

Gathering, verifying, cleaning and sorting of data from multiple sources including paper-based deworming training attendance of government and private school teachers.

Interpreting data, analyzing results using statistical techniques and providing ongoing reports.

Filtering and cleaning data by reviewing computer reports, printouts, and performance indicators to identify and rectify data-related complexities.

Provide technical input into database design, analysis, visualization and interpretation of data.

Additional data-oriented tasks as per the evolving requirements of the program.

Data Collection/Entry Officer
Khyber Pakhtunkhwa Information Technology Board, Peshawar
03-05-2021 – 04-11-2021

Worked as full time Data Collection/Entry Officer under "KP Web Portal" Project of KPITB and provided technical support to a team for achieving desired project results within timelines.

Contact & conduct meetings with Govt. Departments Focal Persons regarding any discrepancies in updating KP web portal site.

Seek data updates by monitoring external Govt. sites and communicating with project manager.

Manage data entry and monitoring data quality and ensuring that web portal sites are up to date.

Collect, collate, manage and performing statistical analysis of data & preparing reports based on analysis and participate in the presentation of data, when applicable.

Reviewing all documents and information for accuracy and informing the project manager of any errors or inconsistencies.

Participate in any other activity that may be required in connection with the incident data management and perform any other incident-specific related duties, as required by the project manager.

Data Support Officer (District Emergency Operation Centre, Bannu)

CHIP Training & Consulting (Pvt) Ltd.   04-12-2017 – 31-03-2021
Professional Employers Private Limited   01-04-2021 – 31-05-2021

Worked as full time Data Support Officer (DSO) for District Bannu under CTC & PEOPLE contract with UNICEF Pakistan for third party management of UNICEF Project "Communication Network (COMNet)" for Polio Eradication Initiative (PEI) Pakistan.

Worked in closed coordination with WHO, EPI, Health and Govt. during all phases of planning and implementation of Polio Campaign & Routine Immunization (RI) in district.

Visit & monitor the UC level staff (UC Communication Officer & Social Mobilizers) in their respective Health facilities for campaign data analysis & give training on the spot for any discrepancies.

Support the District Health Communication & Support Officer (DHCSO) in planning the Budgeted & Non-budgeted Community Engagement Plan at district level & generate a brief report after conducting the planned activity for further submission to UNICEF high ups.

Worked on ppt presentation of Bannu Division in coordination with Program/Data Assistant (PDA) of WHO for Divisional Task Force Meeting (DTF).

Monitor data submissions in online forms of Polio & collect the data for Polio Campaign planning from UC level for onward submission.

Collect daily staff attendance on SMS and generate weekly & monthly attendance report.

Carry out other tasks to support the team as required, including administrative tasks.

Data Assistant (District Polio Control Room, Lakki Marwat)

World Health Organization
07-09-2015 – 30-09-2017

Worked as full time Data Assistant for District Lakki Marwat at District Polio Control Room (DPCR) under the supervision of Program/Data Assistant (PDA) WHO for Polio Eradication Initiative (PEI) Pakistan.

Worked in closed coordination with COMNet, EPI, Health and Govt. during all phases of planning and implementation of Polio Campaign.

Follow up, gather & compile all the district data with concerned staff (UC Polio Officer & Temporary Tehsil Monitors) for processing and entering into databases.

Assist in getting polio campaign coverage data from district and compile and share with PDA on daily basis.

Maintain and update a proper computerized information system of campaign data.

Provide full administrative support, Drafts, reviews correspondence.

Admin & Logistics Officer

Pakistan Logistics Cells, Peshawar
20-05-2013 – 28-08-2015

Worked as a part time Administration and Logistics Officer in Pakistan Logistics Cell Peshawar branch to maintain and update company branch databases and manage office supplies stock and place orders.

Maintain the stock register (warehouse items) and make sure it is regularly updated in coordination with the Warehouse staff/ Office Assistants, as required.

Distribute and store correspondence (e.g., letters, emails and packages) and ensure the effective record keeping of monthly attendance and leave record and coordinates with the concerned manager for action.

Provide administrative support to team members and maintain an updated list of staff in the office and monitor leaves & attendance.

Keep all reports filed systematically in both electronic and hardcopy formats.

Admin Assistant

New Marwat Cargo & Goods, Peshawar
13-08-2012 – 13-05-2013

Worked as a part time Administration Assistant in New Marwat Cargo and Goods (NMCG) Peshawar to provide clerical work support to Senior Admin and Finance Officer for preparation of payment slip, cash management, expense receipts, supporting documents of partner activities to ensure accurateness and compliance with policies and procedures.

Provide information to customers about the status of their orders.

Provide support to other tasks when required.