



HABIA UMAR

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PROFESSIONAL SUMMARY

A multi-talented sociologist having experience in the field of Data Analysis and Monitoring & Evaluation applied to social development subject areas such as Sociology of entrepreneurship, Gender Issues, Sociology of Globalization, and Social Change and Development. For last two years I am associated with Third-Party Data Management & Analytics department for Pakistan's Polio Eradication Initiative

SKILLS

- Data management
- Master Data Management
- Data management expertise
- Operational Data Management
- Statistical Data Management
- Technical data management
- Confidential data management
- Big Data Management
- Complex data management
- Research and data management
- Data management familiarity
- Relational Database Management
- Large dataset management
- Data collection and management

WORK HISTORY

DATA MANAGEMENT & ANALYTICS DEPARTMENT, FOR PAKISTAN

04/2019 to 01/2022

Apex Consulting Pakistan | Islamabad, Pakistan

- Developing and maintaining databases, data systems – reorganizing data in a readable format. Performing analysis to access quality and meaning of data. Filter data by reviewing reports and performance indicators to identify and correct code problems.
- Verified compliance with data retention requirements by managing document catalogues for long-term archival of data associated with contract closeouts.
- Formulated techniques for quality data collection to meet expected adequacy, accuracy and legitimacy targets.
- Implemented document management solutions with primary focus on document control, distribution and knowledge management.
- Established rules and procedures for data sharing with assigned IPS team personnel and applicable external stakeholders.
- Facilitated review and selection of data acquisition citations and applicable standards.

DATA ANALYST

10/2019 to 01/2022

APEX Consulting Pakistan | Islamabad, Pakistan

- Analyzed SAP transactions to build logical business intelligence model for real-time reporting needs.
- Modifying the master sampling frame for sample selection in every PCM/LQAS round Assisting in developing the tentative field plans/code books.

- Assisting in developing the internal field monitoring plans.
- Assisting in developing data collection tools e.g the household questionnaire, data validation form etc.
- The tools are developed in paper – based and ODK (electronic) form.
- Assisting in developing/modifying the automated transfer, merging and uploading of electronic data process.
- Testing proper functioning of electronic data collection tools.
- Contributing to relevant training material and assisting in training presentations.
- Statistical analysis of monthly PCM/LQAS survey (conducted by Apex consulting Pakistan) data.
- Researched and resolved issues regarding integrity of data flow into databases.
- Review of data files and basic data cleaning, tagging, identifying duplications, to ensure all observations are uniquely identified and reported data is internally consistent.
- Monitoring and providing feedback on data uploading status from the field.
- This involves comparing and identifying discrepancies between this household and validation data.
- Producing summary statistics of key outcomes and covariate variables.
- Developing appropriate tables, graphs, and descriptions of results for PCM/LQAS reports and presentations.

RESEARCH ANALYST

01/2021 to 09/2021

Silverlight Research Network | Remote Work , UK

- Analyzed statistical data using both modern and traditional methods.
- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
- Collaborated with leadership team to identify relevant questions and determine best methods of collection.
- Streamlined research processes to meet tight deadlines for multiple projects.
- Collected data on competitors, consumers and marketplace and consolidated data into presentations and reports.
- Validated incoming data to check information accuracy and integrity while independently locating and correcting concerns.
- Interpreted data and made recommendations from findings.

M&E ASSOCIATE , RESEARCH ASSISTANT

01/2019 to 04/2019

UNICEF & Aga Khan University | Islamabad, Pakistan

- Conducting morning meeting prior to field visit.
- Preparing questionnaire for field interviews.
- Expanded cross-functional organizational capacity by collaborating across departments on priorities, functions and common goals.
- Controlled costs and optimized spending via restructuring of budgets for labor, capital assets, inventory purchasing and technology upgrades.
- Maximized performance by monitoring daily activities and mentoring

team members.

- Compiled data highlighting key metrics to report information, determine trends and identify methods for improving store results.

ASSISTANT TEAM LEAD AND DATA COLLECTOR 08/2018 to 01/2019

UNICEF & Aga Khan University | Islamabad, Pakistan, Pakistan

- Coordinated weekly meetings for internal and external groups.
- Developed process improvements and offered actionable solutions to correct recurring issues.
- Conducting field interviews and focus on responding medical history.
- Mentored and guided employees to foster proper completion of assigned duties.
- Managed team workload to reach production targets.
- Uploading all electronic forms after interviews.
- Analysis of team data by the end of the day.
- Make presentations of the visited household and refusals reasons, Conducting morning meeting and help team lead in team formation.
- Deployed team in field and start data collection too.
- Ensure that team is not collecting fake data.
- Monitor team members in uploading electronic form on devices.
- Communicate nicely with people in field and motivate them to take part in interview.
- Coordinate with field supervisor regards of field issues.

EDUCATION

Master of Science | Sociology

11/2018

Quaid-e- Azam University,, Islamabad

Wrote a thesis about Traffic accidents and driving license issues, Pakistan in comparison of seven developed and under developed countries Research projects Solid Waste Management project conducted by Quaid-e-Azam University Survey on Road safety conducted by Quaid-e, Business development project on women entrepreneurship in Quaid- e-Azam University Volunteer Work Attended

CERTIFICATIONS

- Training workshop on development Governance issue and way forward , NCRD -24 to 26 April 2019.
- Training workshop on Research Methodology and Techniques ,NCRD-15 to 19 April 2019.
- Training of development projects in conflict-ridden areas, challenges and way forward ,NCRD-12 to 14 April 2019.
- Certificate of participating in Menstrual Hygiene Management session, School of Leadership- Feb to July 2018.
- Certificate of participating in 1st National Youth Submit Lahore , Center of sustainability Research and Practices - February 2018.

LANGUAGES

Urdu, Khowar: Native language

English: C2

Proficient

**ZIPLINE, SKIING,
PARAGLIDING
READING MUSIC
TABLE TENNIS
DRIVING**

○ I have experience all these things and enjoyed alot.

**ADDITIONAL
INFORMATION**

○ Digital Marketing in Digiskills.pk (www.digiskills.pk)
Word Press in Digiskills.pk (www.digiskills.pk)
SEO (Search Engine
Optimization) in Digiskills.pk (www.digiskills.pk)
Freelancing in Digiskills.pk (www.digiskills.pk)
Creative Writing in Digiskills.pk (www.digiskills.pk)
R programing in (<https://www.mygreatlearning.com/academy?arz=1>)