
MUHAMMAD ABDULLAH ABBASI

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PERSONAL STATEMENT

A Confident, dynamic, and self-motivated person who is capable of leading others, learning new information fast, and understanding complex problems confidently and independently. I have a deep notion that the growth and success of the business would be my own, thus I work hard to obtain expertise along with versatility in a progressive environment.

Work Experience

Jan 2022 - Present

Data Annotation Team Lead (Annotation tool, Data and Team Management & Scripting) Darvis.

- Leading and managing a team of data annotators, making certain that they have well-defined objectives and standards, and provide continuing support and direction to ensure the team's success in meeting those objectives and standards.
- The process of developing and executing methods, procedures, and practice guidelines for data annotation, with the goal of ensuring high-quality output and an efficient workflow.
- Collaborating with cross-functional teams, such as data scientists, machine learning engineers, and product managers, in order to ensure that efforts to annotate data are aligned with both the objectives of the project and the overall business goals.
- Maintaining high-quality standards and ensuring a positive team dynamic can be accomplished by carrying out regular performance reviews, offering feedback, and enforcing disciplinary actions when they are required.
- Monitoring and tracking the progress of a project, controlling timetables, and ensuring that projects are completed on time and within their allotted budgets.
- Building and maintaining connections with clients, vendors, and other stakeholders to ensure that the data annotation team is meeting their goals and offering high-quality services.
- Maintaining an in-depth awareness of the most recent data annotation techniques, technologies, and tools, as well as consistently researching new ways to increase the output and efficiency of the team.
- Maintaining a current awareness of industry trends and best practices, as well as disseminating this information to the team in order to push for continual progress.
- Working in conjunction with Human Resources to find, hire, and train new team members while simultaneously building a culture that values diversity and welcomes all individuals.
- Keeping a watchful eye out for new openings that could help optimize operations, cut expenses, and boost overall team performance.

Jan 2018 – Jan 2022

Data Analyst / Team Lead (Team Lead - KP/KPTD) (Data Support Center, Islamabad) MicroMerger PVT LTD.

- Organizing, delivering, and evaluating reports as per the strategic plan.
- Generation and sharing of reports and analysis in forms of tables, charts and maps to UNICEF Focal Person and Project Manager generated from multiple linked or non-linked databases of the same program.
- Reporting of monthly reports and analysis to higher management and UNICEF focal personnel for further analysis and in making program and organizational decisions.
- Visualization of data insights for effectiveness, trend analysis, storytelling and to identify areas that need attention and improvement for decision makers.
- Miscellaneous reporting and data analysis upon request of higher authority. Narrative reporting.
- GIS mapping of Missed children cluster and triangulation on Arc-GIS.
- Editing of shape file of Pakistan by district and UC level on Arc-GIS.
- Assisted senior authority with interpreting data and compiling it in organized manner. Gathered inputs from all divisions and validated data for reasonableness.
- Provide technical leadership to teammates through coaching and mentorship
- Daily tasks involved extensive use of MS Excel, MS PowerPoint, and MS Word.
- Rebuilt, expanded, and improved all legacy reports on new reporting platform using company provided templates.
- Assigning tasks to staff, workload distribution and monitoring data entry of campaign data along with the performance of assigned junior staff.
- Polio Info for polio eradication initiatives.
- Strong knowledge and understanding of reporting engines of above-mentioned databases for data collection and data analysis.
- Lead and manage a team of 55 members, including Data Verification Associates and Data Entry Operators, to ensure that project targets are met, and the quality of work is maintained.
- Develop and implement processes and procedures to improve data quality, accuracy, and consistency.
- Conduct regular training and coaching sessions for team members to ensure they have the necessary skills and knowledge to perform their roles effectively.
- Collaborate with the project manager to ensure that project timelines are met and to identify and resolve any issues that may arise.
- Analyze and interpret large sets of data to identify patterns, trends, and insights that can inform decision-making and project planning.
- Develop and maintain data dashboards and visualizations to present information in a clear and concise manner.
- Create and update project reports and presentations to communicate project progress, results, and recommendations to stakeholders.
- Ensure that data privacy and security protocols are followed by team members and that sensitive information is handled with confidentiality.
- Work with the IT team to ensure that necessary systems and software are in place to support the work of the data verification and data entry teams.

**MR Campaign 2021
(15 Days)**

**Technical & Monitoring Assistant – Measles & Rubella Campaign 2021 at EPI
(campaign MIS tool, Reports & Analysis) MicroMerger PVT LTD**

- Part Develop and maintain a visualization dashboard to track the progress of the Measles and Rubella Campaign in real-time.
- Ensure data accuracy and completeness by validating data inputs and conducting regular quality checks.
- Collaborate with field teams and other stakeholders to collect and integrate data from various sources into the dashboard.
- Monitor and analyze the dashboard data to identify trends, patterns, and areas for improvement in the campaign's implementation.
- Prepare and present regular reports to the campaign team and stakeholders, highlighting key findings and recommendations for improvement.
- Stay up-to-date with the latest technologies and methodologies in visualization and data management to ensure that the dashboard remains effective and efficient.
- Provide technical support to field teams and other stakeholders to ensure that the dashboard is user-friendly and accessible.
- Collaborate with the IT team to resolve technical issues and maintain the stability of the dashboard.
- Train and support field teams and other stakeholders in the use of the dashboard to ensure that they can effectively track and report on the campaign's progress.

Mar 2020 – Jan 2022

**Data Analyst / Team Lead – Polio & COVID-19 project (Data Support Center,
Islamabad) MicroMerger PVT LTD**

- In charge of leading and managing a team of data analysts, your primary responsibility will be to oversee the upkeep and accurate maintenance of the QAQC tool.
- To guarantee that the data is correct and comprehensive, it is important to carry out data quality checks as well as data cleaning procedures.
- In order to provide assistance for the COVID-19 response, it is necessary to develop and implement protocols and procedures for data collection, management, and analysis.
- Conduct an analysis of huge data sets to search for patterns, trends, and insights that may be used to guide decision-making and the planning of responses.
- Create and manage data dashboards and visualizations so that information can be presented in a manner that is understandable and unambiguous.
- In order to keep stakeholders up to date on project progress, results, and recommendations, you will need to create and maintain project reports and presentations.
- Collaborate with various stakeholders, such as data entry operators, public health experts, and epidemiologists, in order to guarantee that adequate data is being gathered and processed in order to support the COVID-19 response.
- Maintain strict rules for protecting private data and handling sensitive information discreetly.
- Make sure the data analyst team has the hardware and software it needs to do its job by coordinating with the IT department.
- Maintaining an efficient and successful QAQC tool and data analysis procedure requires keeping up with the most recent developments in data analysis and management technology and methodology.

- Apr 2017 – Dec 2017** **Data Verification Associate (DVA) (Data Support Center, Islamabad)**
MicroMerger PVT LTD
- Served as the lead project Team Lead and Supervisor on MCTDb.
 - Performed data validation, report creation, system testing, data extracts and personnel training.
 - Assisted District Coordinator and Management Team with research and data analysis.
 - Guided and mentored junior staff and provided expertise to software development team.
 - Strong analytical, IT knowledge and interpersonal skills.

Education

- 2017 - 2021** **Bachelor of Science in Computer Science**
BSCS (CGPA: 3.51/4.0)
Barani Institute of Management Sciences (affiliated with PMAS Arid Agriculture University Rawalpindi)
- 2015 - 2016** **Intermediate In Pre-Engineering** (Marks: 65%)
Punjab College of Information Technology, B-1372
Rawalpindi Board
- 2013 - 2014** **Matriculation** (Marks: 73%)
New Siddique Public Secondary School for Boys, 77/A-1
Rawalpindi Board

Trainings & Certifications

Online Course/Training at UNICEF Agora

- Introduction to risk-informed, conflict-sensitive and peacebuilding programming
- Prevention of Sexual Exploitation and Abuse (PSEA)

Online (Python for Everybody) Specialization/Training at Coursera

- Programming for Everybody (Getting Started with Python)

Online (Google Project Management) Specialization/Training at Coursera

- Foundations of Project Management

Skills

Specialized/Technical Skills

Data Management

- Data Analysis
- Data Mining
- Data Quality Assessment
- Visualization of Data Insights

Tools & Languages

- MS office (Advanced)
- SPSS
- ArcGIS Mapping
- C, C++
- C#
- SQL
- CVAT (annotation tool)
- Docker

Web Technologies and Tools:

- HTML, CSS, Bootstrap
- JavaScript
- Python
- PyCharm, Atom, Visual Studio Code

Databases (MIS) for Polio Eradication Initiative

- MCTDb: Missed Children Tracking Database, (DSC)
- Vaccine Stock: Vaccine Management Database System, (DSC)
- NEOC Database: National Emergency Operation Center
- IDIMS: Integrated Disease Information Management System
- Polio Info Pakistan: COMNet Dashboard and Database

Soft Skills

- Leadership
- Team Player
- Flexibility
- Problem Solving Skills
- Creative Thinking
- Decision Making
- Efficiency
- Documentation and Report Writing
- Communication Skills

Values

- Passion
- Commitment
- Honesty
- Motivation
- Innovative and Optimistic

Interest – Hobbies, Passions

- Football
- Table Tennis
- Socializing with friends
- Snooker
- Hiking
- Designing