

QUALIFICATION:

Master of Political Science

Gomal University, D.I.Khan
(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

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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

Project Coordinator (NHA - Road Asset Management System)

Partners in Development, Peshawar

17-10-2022 – Present

Working as full time Project Coordinator for Partners in Development (PID) Planners & Engineers under "Road Asset Management System (RAMS)" Project of National Highway Authority (NHA).

Assist Project Team leader on various Project related issues and monitor project progress and handle any issues that arise.

Coordinate project management activities and manage required human resource for the project.

Coordinate & manage various field surveys & create and maintain comprehensive project documentation, plans and reports.

Preparing necessary presentation for meetings.

Organizing, attending, and participating in meetings and documenting and following up on important actions and decisions from meetings.

Sub-Divisional Coordinator (GIZ - Fata Development Program)

Human Resource Development Center (HRDC), Sub Division Bettani, Lakki Marwat

17-02-2022 – 15-10-2022

Worked 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 Fata Development Program technical assistance activities at Sub Division Level and provide guidance in Sub Division Level planning and coordination.

Organize and participate in Sub Division Level meetings with Assistant Sub Divisional Education Officer (ASDEO) and Deputy District Education Officer (DDEO) to share data on Sub Division 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 Sub Divisional 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.

Project Assistant (Infection Prevention and Control)

Indus Hospital & Health Network, Mardan

21-04-2021 - 31-10-2021

Worked as full time Project Assistant for COVID-19 Response Mechanism under “Infection Prevention and Control (IPC)” Project of Indus Hospital and Health Network and work in close coordination with District Focal Person to facilitate implementation of project activities, data collection and input, documentation, facilitations for capacity building activities.

Assist in mapping, need assessments at district and community level with overall technical guidance from District Focal Person (DFP).

Assist DFP in the implementation of program activities at field level and in the development of documentation for the project activities and keep proper record of project files and other official documents.

Provide support to DFP by providing timely data for quality reports and organize data and other relevant information in timely manner for preparing monthly, bi-annual and annual reports.

Assist DFP in preparation of program related work plan, budget and reports.

Data Support Officer (District Emergency Operation Centre, Bannu)

CHIP Training & Consulting (Pvt) Ltd.

04-12-2017 - 31-03-2021

Worked as full time Data Support Officer (DSO) for District Bannu under CTC 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 Polio Eradication Officer (PEO)-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 Program/Data Assistant (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.