Atif Raza Shah

Data Analyst Officer

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Summary

I am strong team member, good interpersonal and communication skill, belong to information technology and management i have completed my 16 years education in Bs(Tele Communication Engineering) 2012. Later on skill are mentioned in deatils below.

Reference:

1. Najeeb Ullah Khan : Provisional Manager (Micromerger pvt ltd) Email: Najeeb.khan.khilgi@gmail.com. Cell no: +92 332 3288886
2. Salal khan : Data Laision Officer. (Micromerger pvt ltd). Email: salalkhan033@gmail.com. Cell no: +92 348 3695395
3. Muhammad Arsalan : Data Officer (Mercy Corps). Email: mr.arsalankamran@gmail.com. Cell no: +92 331 8362054

Skills

Visualaization | VBA | Tools Development Skills For Emergency Response | Security Principles | Reporting Skills | Reporting and Coordination | Report Writing Skills | Record Keeping | Project Reporting | PRA ToolS | Oral Communication Skills | On Call Support | Networking Protocols Command | Networking Protocol | MS Office Skills | MS Excel | Monitoring & Evaluation | Mobilization Skills | Microsoft Office | Medical Consultancy | IT Troubleshooting | Information Technology Command | HSE Trainings | Health and Safety | Fluency In Local Language | Data Management Skills | Data Entry procedures | Data Collection & Analysis | Culture Adoption Skills | Convincing Power | Computer and Report Writing Skills | Business Process Automation | BTS | ArcGIS | Administration | A/V systems

Experience

Jun 2023 - Present   ○   **Data Analyst Officer**
MicroMerger (Pvt.) Ltd., Quetta, Pakistan

- The purpose of this job to cleanse and prepare data for analysis, perform in depth analysis and exploration of data, apply statistical techniques to derive insight , anlyze and visualize data effectively , creat reports and dashboards to communicate findings , proccess excellent communication and writing skills , demonstrate expertise in the domain, and provide Sloution - oriented approaches to data-related cahllenges
- Cleansing and preparing data
- Analyzing and exploring data
- Expertise in statistics
- Analyzing and Visualizing data
- Reports and Dashboards
- Communication and writing
- Expertise in the domain
- Solution oriented

Jan 2021 - Present

Free lancer
Free lancing , Quetta pakistan, Quetta, Pakistan

Data Analyst on different data sets.

Dashboard

Excel reporting

Power point presents

Feb 2020 - May 2023

Data Quality Officer
micro merger pvt ltd, Quetta, Pakistan

The Data Quality Officer is responsible for performing data entry and verification work on the data base. Entring data,updating,verifying the filed data and ensuring the accuracy and confidentiality of information.

Sep 2015 - Jan 2020

Data Management Officer
MicroMerger Pvt Ltd, Quetta, Pakistan

The Dmo is performing data entery work using proprietary software data, updating, verifying the filed data and ensuring the accuracy and confidentiality of information record.

- Ensure the quality and accuracy of data entered.
- Maintain the log book in excel of their daily work.
- Follow the instruction given by team lead for entering data try to finish daily assigned work before leaving.
- Manage the computer set provided for data entery and ensure that no intentional damage to hardware or software is incured while using it.

Mar 2014 - Feb 2015

Network Administrator
Virtual University of Pakistan, Quetta, Pakistan

A network administrator is responsible for managing and maintaining an organization's computer networks, ensuring their smooth operation and security. They handle tasks such as network configuration, troubleshooting, monitoring, and implementing network upgrades or changes to optimize performance and meet business needs.Client and Host Network. Regular Supervision of students and lab. Installation, Configuration and gradation of PCs and seevers. Syatem Administration and management.

- Network managemnt and teoubleshooting
- Installation, Configuration and gradation of PCs and servers.
- System Administration and Management.
- Like:
- Instalation Server 2003
- Activity Direcrory , DNS , DHCP
- Troubleshooting Client and Host network.
- Exchange Server
- Firewall Server
- Exam Conducting
- Maintenance of Computer Lab and UPS recored
- Regular supervision of students and lab.

- Audit of routine accessories and computer accessories.

Education

2017 ○ **University of Balochistan**
Bachelors of Education , B.Ed
B.Ed
Grade: B

2014 ○ **University of Balochistan**
Masters in Arts , MA IR
INTERNATIONAL RELATIONSHIP

2012 ○ **BUITEMS**
Bachelors in Science , Bs telecommunicatin
Telecom Communication

Languages

Sindhi
Expert

English
Expert

Urdu
Expert