



Najeeb Ullah
District Liaison Officer

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Burma Hotel, Quetta, Pakistan

Summary

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs, Programs Certification, Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. To obtain a position in a growth-oriented company where I can utilize my administrative and analytical skills and acquire new abilities

Skills

- Academic Databases Management
- Adobe Dreamweaver
- Cisco
- Community Management
- Computer Hardware Installation
- Computer Operations
- Coordination and Reporting
- Data Collection & Analysis
- Data Comparison
- Data Enumerator
- Data Management
- Data Monitoring
- Microsoft Office
- Oracle 8i 11g
- Stress Management
- Strong Coordination Skills
- Team Management
- Typing Speed

Experience

District Liaison Officer

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

Jul 2023 - Present

District Liaison Officer is integral member of the project team responsible for effective delivery in due time at district level. The District Liaison Officer is responsible for technical tasks like distribution, collection of data and report generation on time as well as any other task assigned by the supervisors.

Duties and Responsibilities,

District Coordinator should assign Data Analysts for the specified Data Management Officer to ensure the proper workload distribution. Collect and compile data received by Field with help of Data Analyst.

Assign and monitor Data Entry and validate correct entry randomly by assigned team and district.

Keep close communication with Data Analyst and field staff for timely receiving data from field.

Inform concerned person if there is any delay in data receiving or bad data.

Update on Daily basis for data status.

Communicate to senior management through emails regarding project updates and reports

Maintain and update reports on time required by authorities for sharing to officials.

Any report preparation ordered by authorities

DATA ANALYST

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

Jan 2022 - Jun 2023

Data Analyst will be a part of a special analysis unit, this unit is tasked to provide analysis (Predefined and On-demand).

Work under the supervisor to provide reports and analysis of the programme.

Duties and Responsibilities

1. Guide team efforts towards successful project delivery

2. Data Analyst will be a part of a special analysis unit; this unit is tasked to provide analysis (Predefined and On-demand).

Work under the supervisor to provide reports and analysis of the programme.

3. Provide technical leadership to teammates through coaching and mentorship

4. Identify and encourage areas for growth and improvement within the team

5. Distribute and collect the data from team members on accuracy basis
6. Keep close communication with the DLO
7. Assist in the collection and documentation of team member's requirements, and estimates work plans.
8. Analyze and resolve technical and application problems
9. Provide third level support to team members
10. Provide assistance to DMOs in case of any error in the tally sheet
11. All task and duties of DMO/ Data Quality Analyst may be assigned to Data Analyst as well.
12. Any Other task assigned by DLO related to data compilation to distribute the workload.
13. Work closely to identify issues and use data to propose solutions for effective decision making
14. build algorithms and design experiments to merge, manage, interrogate and extract data to supply tailored reports, use machine learning tools and statistical techniques to produce solutions to problems, test data mining models to select the most appropriate ones for use on the project.
15. maintain clear and coherent communication, both verbal and written, to understand data needs and report results, assess the effectiveness of data sources and data-gathering techniques and improve data collection methods, look for opportunities to use insights/datasets/code/models across other functions.

Daily Pakistan Flood Response

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

Jan 2022 - Nov 2022

1. ***(Emergency response progress tracking system)***

This is the second layer of data validation in "UNICEF" FO.

After filling the mentioned indicators all program data will be shared with PCO.

Major Main indicators are mentioned below

Nutrition:Education:Health:Social Behaviour Change:Child Protection:Wash.

All of sub indicators are on first priority to be worked on field & data must be compiled & free of discrepancies to be utilized for farther action & analysis.

Data Verification Associate (DVA):

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

Aug 2019 - Dec 2021

Data Verification Associate (DVA):

Responsibilities of validation of data received from field to enter it in Database.

Review/verify information on physical documents to system records.

Identify and correct if there are any Discrepancies in filed and Database data.

Distribution of data for entry.

Verification of entered sheets and recorded children.

Cleaning of data for providing error free data to filed and concerns authorities. Update existing data.

Retrieve data from the database or electronic files as requested.

Data Management Officer

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

Nov 2016 - Jul 2019

Transferring of data from paper formats into computer files or online Tracking database systems.

Creating spreadsheets with large numbers of figures without mistakes.

Verifying data by comparing it to source documents.

Updating database as per received field's Follow Ups and PMC after Monthly Campaigns.

Perform regular backups to ensure data preservation.

Sort and organize, filing and packing of documents after entering data to ensure it is not lost.

Scanning and printing of documents for backup purposes.

TRANSPORTATION

Fidlis Logistic Company, Chaman, Pakistan

Jan 2014 - Aug 2016

Local Transportation Agents,ITV Controller,budget/invoice Arrangement

Education

University of Balochistan Quetta Pakistan

Masters in Arts

2022

International Relations

University of Balochistan

Bachelors in Arts

2016

Economics

Govt Science College Quetta

Intermediate/A-Level

2012

PRE ENGINEERING

Islamia Model High School Quetta

Matriculation/O-Level

2010

Science

Projects

Micro merger private limited

<https://dsc.eoc.gov.pk/login>

MicroMerger (Pvt.) Ltd. IT Services, Consulting & Business Solutions MicroMerger (Pvt.) Ltd works closely with the UN, government and non-governmental organizations with key focus on humanitarian and development sectors including: emergency response, health and education systems, water and sanitation, microfinance and gender.

Communication Planning Assessment Tools

<http://https://comnet.eoc.gov.pk/>

Duties and Responsibilities Duties and Responsibilities Ensuring that information and data from the field is captured, documented, analyzed, and reported in a results-based and timely manner Ensure effective communications, visibility, and knowledge management Contributing substantially to the presentation & communication activities implementation process Developing, implementing and monitoring a polio communication activities visibility plan, facilitating better understanding among partners about programme progress, and adhere to Endpolio guidelines on communications and visibility Undertaking field visits to gather the information and results related to the programme Assisting all components of the programme in producing and documenting all kinds of programme related reports Establishing and maintaining fully operational state-of-art programme documentation unit Providing high-quality editing and formatting for all programme related documents Supporting programme staff in organizing and managing seminars, workshops, conferences and field visits as required Providing relevant expert services to the project management unit, programme components and implementing partners on reporting and communications and act as a facilitator or trainer Providing thorough progress reporting continuous analysis of the achievements, facilitate project review, evaluation and audits Contributing towards overall knowledge management, communications & reporting strategy and ensure

implementation of the work plan with weekly, monthly, quarterly, semi-annual and annual milestone.

Languages

Balochi
Intermediate

Pashto
Expert

Urdu
Expert

English
Expert

