

ALI IMRAN

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Date of Birth: December 20th, 1993

CNIC No: 54400-0988512-5

Masters (Computer Science) || Information Technology/Data Entry/Administration, Logistic

Accomplished NGO IT & Administration credited with +5 years' experience developing and delivering highly valued projects/interventions with INGOs & NGOs including, **Secours Islamique France (SIF) Balochistan Education Foundation, (HOPE) Balochistan**, as well as other Consulting Firm, Semi Government and government departments, at the provincial or district levels as well as community level interventions Relevant experience in related areas, program/project development and management Health, Education, Skill Development & different surveys.

Expertise: Administrative Management. Data Management Communication skills. Team Management Monitoring Stock Management. Data Entry. Logistic Supplies. Facilitation Skills.

■ EMPLOYMENT CHRONICLE

Secours Islamique France (SIF) - as "Data Officer // May 2023 to July 2023 (03 Months Project) WFP Funded Nutrition Sensitive Emergency Interventions CBT Project at District Lasbela

Nutrition Sensitive Emergency interventions through Cash Based Transfer is contribution to reducing the food insecurity and Nutrition of the vulnerable population affected by flood through conditional cash assistance Nutrition of the vulnerable population affected by flood through conditional cash assistance. The focused was on Gender Equality, Women's empowerment. Aim was to Support 5,500 disaster affected families especially PLWs and infants to meet the food consumption gaps and immediate food needs by engaging them in CFT activities

- Responsible for Entries of beneficiary's assessment forms in excel based format provided by donor.
 - Performed data entry tasks according to established guidelines and procedures.
 - Verify accuracy and completeness of entered data.
 - checked the quality of the data to be enter and inform the immediate supervisor of any problems.
 - Summarize the entered data in the form of a report.
 - Managed both soft and hard data including tracking sheet, beneficiaries list, distribution list, receiving notes and all Other necessary data.
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Balochistan Education Foundation - as "IT/Data Officer // December 2021 to August 2022

TEACH project is to mainstream 10-14-year-old out of schoolgirls in formal education by educating 12000 girls till primary level at Accelerated Learning Program Centers (ALP centers) and have them accredited/certified by Balochistan Education Assessment Commission (BEAC) for their smooth transition in formal education implementation of overall project activities that include establishment of centers, enrolment of students, provision of material and ensure teachers' and students' attendance project is implemented in 5 bordering districts of Balochistan including Chaghi, Kharan, Noshki, Pishin and Killa Abdullah.

- Responsible for Entries of data of Village Support Groups (VSG's), Student's registration, Kit's distribution and Teachers Identification data in online Web based Management Information System provided by implementing partner donor agency.
- Performed data entry tasks according to established guidelines and procedures.
- Verify accuracy and completeness of data entered into various MIS.
- Manage time and prioritize tasks effectively to meet deadlines.
- Write Weekly activity reports and submit to the project Manager and MIS Manager of the implementing partner

- Maintained and validated students and teachers' attendance on monthly basis from ALP (Accelerated learning program) Center registers.
- Assisted the Field Staff regarding safeguarding & Child Protection Policy and reporting procedures
- Prepared staff monthly time sheets and assisted Finance officer in preparing of salary Cheque.
- Collected data from the project staff and ensured that data collected in all surveys is qualitative also ensured that all data is validated and cleaned and as much as is possible verify the authenticity of information collected.
- Ensured safe and confidential keeping of all hard and soft data produced.
- Support in training sessions and meetings with other members of the project as required
- Attend regular in-house follow-up discussions/meetings with the project team.
- Maintained of strong relationships with field teams, to ensure quality of data collection.

Human Organization for Peaceful Environment (HOPE) Balochistan –

Project Title: National Socio- Economic Registry-BISP (Qaumi Kush Hali Survey as “Data Analyst” //

September 2018 to September 2021

- Managed master data, including creation, updates, and deletion.
- Provided quality assurance of imported data, worked with quality assurance analysts
- Gather data from primary and secondary sources, ensuring the upkeep of databases and data systems
- Verified accuracy and completeness of data entered in Excel Database.
- Processed confidential data and information according to guidelines.
- Verify accuracy and completeness of entered data.
- Created data dashboards, graphs and visualizations.
- Installed and configured computer hardware operating systems and applications
- Monitored and maintained computer systems and networks

Higher Colleges & Technical Education Department Government of Balochistan

Project Title: (Chief Minister Laptop Scheme for Meritorious Students 2017 -2018) as “Data Entry Operator

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- Entered information of Students into MS Excel district wise and ensured the accuracy of the data.
- Proceed confidential data and Information according to management guidelines.
- Responsible for Verification of student's data from source documents into prescribed computer database.
- Monitored System Operations and System performances.
- Responsible for Monitoring and maintenance of computer systems and networks.
- Troubleshoot system and network problems, diagnosed and solved hardware or software faults.
- Provided assistance to technical staff to resolve hardware and software related issues.

■ DATA MANAGEMENT

Worked on Data management of different projects, Data Entry, Survey/Data Analyzing Reports

- WFP Funded Nutrition Emergency Cash Base Transfer (CBT) Project
- TEACH Project (Education) funded by Common Wealth & IRC (District Pishin, Killa Abdullah, Noshki, Chagai, Kharan Balochistan)
- NSER Project funded by IDS/BISP (Districts, Khachi, Sibi, Jaffarabad, SobatPur, Dera Bugti, Kohlu, Washuk, Lasbela & Awaran)
- Chief minister Laptop Scheme Project (2017-2018)

■ TRAINING & WORKSHOPS

- Attended 3 days training NSER Project on Data Management organized by Innovative Development Strategies (IDS)

■ SCHOLASTICS PORTFOLIO

- **MCS (Computer Science)**, 2015 – 2017 (University of Balochistan) (1st Division)
- **B.Sc. (Statistics, Economics, Mathematics)**, 2012 - 2014 University of Balochistan (1st Division)
- **F. Sc (Pre-Engineering)** 2009 – 2011 Government Science College Quetta. (2nd Division)
- **SSc (Science)** 2007 – 2009 Government High School Mishk Sarap Tehsil Zehri District Khuzdar. (2nd Division)
- **Diploma on “Basic Three Months Certificate”**, December 2013 - February 2014 Adorn Computer Centre (Reg)

Main courses / Modules:

- MS Office (Excel, Word, PowerPoint)
- Urdu In page
- Hardware Maintenance

■ COMPUTING SKILLS

Productivity Software

MS Office 2010, 2013, 2016 (MS Word, MS Excel, MS PowerPoint)

Operating Systems

Microsoft Client Operating Systems

Software

Urdu In page

■ LANGUAGES

Languages	Writing	Reading	Speaking
Urdu	Excellent	Excellent	Excellent
English	Good	Excellent	Good
Biravi	Intermediate	Intermediate	Excellent

■ PROFESSIONAL REFEREES

Mr. Mir Ahmed Sami

Project Manager – SIF Lasbela

Secours Islamique France

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Mr. Rustam Jamal dini

Head of Operations

Human Organization For Peaceful

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