

Abida Bashir

Data Analyst



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B-17, Islamabad

As a Data Analyst in Oxford Policy Management managing the primary data, data analysis, data cleaning, training, field work of all surveys held in OPM Pakistan office in last 10 years. Experienced Data Analyst with strong statistical analysis data skills to demonstrate key insights and actionable recommendations transform vague idea into clear and well-defined materials and provide solutions for easy understanding of difficult subjects.

Education

2006-2009	M Sc.	Economics	IIUI, Islamabad	Regular
2006-2008	B.Ed.	Mathematics, Gen Science	AIOU, Islamabad	Part time
2004-2006	B Sc.	Maths, Stats, Economics	Punjab University, Lahore	Regular
2000-2003	DAE.	Computer Science	PBTE, Lahore	Regular
1998-2000	Matric	Science Group	Federal Board, Islamabad	Regular

TRAININGS

- Training Course of **CSPro “The Census and Surveys Processing System”** organized by Asian Development Bank from 10 Mar-8 May 2021
- Training Course of **Survey Solutions** organized by Asian Development Bank from 10 Mar-8 May 2021
- Training Course **“Useful Tips and Tricks and programming in Stata”** organized by OPM at *Oxford TBC, UK* from August 30-September 9, 2016.
- Training Course **CSPro “The Census and Surveys Processing System”** organized by OPM at *Oxford TBC, UK* from August 30-September 9, 2016.
- Training Course **“Introduction to Survey Solutions”** by Oxford Policy Management, at *Oxford TBC, UK* from August 30-September 9, 2016.
- Training Course **“Micro finance for Poverty Reduction and Human Resource Development Centre”** at Civil Services Society, *Kabul Afghanistan*, organized by SAARC Human Recourse Development Centre from 3-5 November 2013
- Training Course **“Women’s Empowerment and Employment”**—Life Skill Training at HRDN F-6 Islamabad from June 1-12, 2010

Skills

- CAPI (Computer Assisted Personal Interview) programming by using CSPro and Survey Solutions
- Data Analysis by using STATA
- Data Cleaning, data management
- Google forms
- Google excel sheet
- Team management
- Deliver training sessions
- Excellent communication skills

LANGUAGES

	Speaking	Reading	Writing
English	Fluent	Excellent	Excellent
Urdu	Fluent (Native)	Fluent (Native)	Fluent (Native)
Pothari	Fluent	Good	Good

EMPLOYMENT RECORD

FROM-TO: Jan 2011-To Oct 2021

Employer: OPML, Islamabad

Positions Held: Data Manager (Regular Job)

Responsibilities: To develop CAPI (Computer Assisted Personal Interview) applications by using CSPro and Survey solutions for the surveys, data cleaning, data analysis, data management, conversion of data to readable forms, generate frequency tables on STATA, piloting of the questionnaires, field monitoring, trainings. Coordination with field teams to ensure the quality of data.

From- To: Jul-Aug 2009

Employer: Complete HR Solutions

Position Held: Training coordinator Internship

Responsibilities: Coordination of all training related activities

- Coordination with Trainees about training schedules and venues
- Interaction with trainers
- Preparation of training schedules
- Costing and coordination with finance for payments

From- To: Dec 2009-Jan 2010

Employer: Pakistan Institute of Development Economics (PIDE)

Position Held: Research Survey Coordinator

Responsibilities: Collaborated in a survey on "Subjective Wellbeing of Elderly People in Islamabad" for a researcher at PIDE

Important projects at OPM:

Name of projects: BISP Impact evaluation 2018, BISP End-line Project 2016, BISP Rapid survey 2013, BISP Baseline Survey, 2011

Year: 2011, 2013, 2016 & 2019

Location: Pakistan

Client: World Bank, Pakistan

Main project features: Women empowerment project for poor women and a major cash transfer program

Position held: Data Manager

Activities performed: I participated in development of CAPI (Computer Assisted Personal Interview) tool by using CSPro (Census and Surveys Processing System) software household, women, and community tool, did data management, data cleaning, generated frequency tables on STATA, prepared google forms and Excel sheets to maintain daily field status. I took initiative to provide CAPI trainings to the enumerators and provide support in all the filed regarding CAPI and data to ensure quality of data. Visited field teams to provide support on CAPI, provided support in questionnaire designing, translation and team management.

Name of projects: SENSEA (Sindh Education Non-State Actor Program)

Year: 2016-2021

Location: Pakistan

Client: DFID

Main project features: The SENSE program is funding a full cycle of primary education for the poorest children in Sindh, in partnership with three NGOs, Health Access Nurturing Developing Services (HANDS), The Citizens' Foundation (TCF) and the Family Educational Services Foundation (FESF) – to provide a full cycle of quality primary education to the poorest children in Sindh.. These NGOs originally enrolled out of school children (OOSC) under the 'intermediary' civil society organization strand of EFS, a pilot program which ended in March 2016. EFS aimed to provide some of the poorest children in Sindh with the opportunity to receive a quality education and reduce the number of children who are out of school. Through SENSE, DFID is funding students to complete a full cycle of primary education, building on lessons learned from the EFS pilot. SENSE operates mainly in Karachi, Kambar Shahdadkot and Khairpur.

Position held: Data Manager

Activities performed: I provided support in development of CAPI (Computer Assisted Personal Interview) tool by using CSPro, continuous monitoring at the student's level. Descriptive data analysis in each month to check the student's attendance, dropouts of students. Prepared monthly reports, organized students' pictures, and data management.

Name of project: Delivering Reproductive Health Results through Non-state Providers

Year: 2015

Location: Pakistan

Client: DFID

Main project features: Delivered through two main interventions, Social Franchising (SF) and Social Marketing (SM). Marie Stopes International (MSI) and Population Services International (PSI) are implementing these interventions.

Position held: Data Editing Coordinator

Activities performed: I managed data editing teams, data cleaning, data management, record maintenance of field data collection, coordination with field teams, participated in trainings, piloting of questionnaires and translation of the tools.