



ARSALAN AHMED s/o SHAHID AHMED

DATA QUALITY OFFICER



SUMMARY:

To serve the organization to achieve excellence for the organization and self with total dedication, devotion and dynamism so as to grow with the organization and enhance my skill and abilities.

PERSONAL INFORMATION

Email:

arsalanahmedteam@gmail.com

Phone #:

0333-6639979 / 0333-7068890

Date of Birth:

24-04-1982

Address:

Present Address: House no. 4-25/76, Mohalla Hashim Street, Prince Road Quetta

Permanent Address: 106 AD Block No. 3, Satellite Town Quetta.

SKILLS

- DIT, Data Management
- MS Office, MS Excel
- Typing Speed (40 words per min)

LANGUAGES

- Urdu
- English

STRENGTHS

- Hardworking, sincere & diligent.
- Responsible, creative & optimistic.
- Good listener, equable, & diplomatic.

EDUCATION

- Master of Arts in Political Science
University of Balochistan (2018)
- Bachelor of Arts in Political Science & Sociology
University of Balochistan (2011)
- ICS in Computer Science
Helper Public High School & College, Quetta (2005)
- Matric in Science Subjects
Helper Public High School & College, Quetta (1999)

EXPERIENCE

- **Data Quality Officer**
MICROMERGER PVT LTD.
Total Duration: 22-05-2018 TO 30-09-2023 (5 Years & 4 Months)
Responsibility: Ensure data accuracy, completeness, and consistency through quality measures, data analysis, data validations, data cleaning.
- **Data Management Service Operator**
PRIME HR- BANK ALFALAH PVT LTD.
Total Duration: 06-10-2016 TO 31-03-2017 (5 Months & 25 Days)
Responsibility: Manage data systems, troubleshoot issues, and support users in banks, entry and scanning the documents with daily basis.
- **Contract Worker**
MERCK PVT LTD.
Total Duration: 22-05-2012 TO 05-10-2016 (4 Years & 3 Months)
Responsibility: Manage inventory, pack orders, maintain cleanliness, and follow safety protocols.
- **Out Reach Worker**
THE LEGENDS SOCIETY
Total Duration: 01-01-2011 TO 30-06-2011 (6 Months)
Responsibility: Conduct outreach, provide support, distribute resources, promote HIV/AIDS education.
- **Teacher**
SHAHID PUBLIC HIGH SCHOOL
Total Duration: 20-04-2006 TO 14-12-2009 (3 Years 8 Months)
Responsibility: Plan lessons, maintain discipline, support student development.

TOTAL EXPERIENCE: 14 Years and 3 Months