**Arsalan Javed**

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**Data Support Officer**

Performance-driven professional with years of experience in data ta analysis field. Prove success collecting and maintaining client and personnel data for analysis, including data collection through surveys, interviews, and records investigations. Skilled at recording, interpreting, and analyzing data for driving business solutions in a fast-paced environment. In-depth understanding of business operations and analytics tools for effective data analysis. Track record of creating new data collection systems that optimize data management, delivery, and quality. Able to collaborate with cross-functional teams to design testing protocols and ensure accurate analysis of company operations.

***---------------------------------------------* Areas of Expertise*----------------------------------------------***

Database Management • Proposal, Technical, & Report Writing • Data Analysis & Cleaning • Web Designing • Technical/Non-Technical Training • Project Management • Reports Generation • GIS Mapping • Team Leadership & Training • Screening & Evaluation • Problem Resolution • Presentation & Negotiations Skills

**Technical Skills:** Visual C-Sharp, MySQL, Oracle 11g, Arc Map GIS, ASP. Net, PHP, HTML, Microsoft Office, Tableau, Power BI.

**Professional Experience**

**District Emergency Operation Center, CHIP Training and Consulting (Pvt.) Ltd,** Quetta, Pakistan **Feb 2020 – Present**

**Data Support Officer (Polio Eradication Program)**

Gather daily staff attendance SMS, campaign data, and CCPV dataset, examine and clean F2b’s and missed children list errors of UCs, and produce monthly attendance reports, daily CCPV, and UC monitoring updates during campaigns for the district. Create, retain, and deliver extended catch-up coverage report and datasets of UCs in district. Coordinate with UC staff to create data on polio info database. Prepare and maintain pre, intra, and post campaign reports while ensuring UC level data collection and compilation on key indicators. Deliver direction, guidelines, and on job training to UC staffs on reporting tools. Oversee PCR and polio info datasets for UC planning. Examine and handle data of dashboard indicators with UC wise feedback to the UCO and SMs.

**Key Accomplishments**

* Successfully retained key information of social characteristics of polio cases of the respective district.
* Functioned in close collaboration with DPCR data operator and UC staff to upload information on the polio info database and ensure two-way data flow.
* Assured timely submission of periodic reports, such as 30 HH cluster survey and detail epidemiological investigation form for urgent AFP and polio cases.

**Data Support Center, Micro Merger (Pvt.) Ltd,** Quetta, Pakistan **Aug 2018 – Feb 2020**

**Team Lead/Data Analyst,** Sep 2018 – Feb 2020

Offered first-rate advanced assistance to team members in examining errors in the tally sheet Delivered guidelines and technical leadership to team members to ensure successful project delivery. Held full accountability for distributing, assessing, and gathering key information data from team members on accuracy basis. Helped in overseeing the collection and documentation of team member’s requests while estimating work plans.

**Key Accomplishments**

* Ensured accurate diagnosis, analysis, and prompt resolution of complex technical and application issues.
* Identified need for skills improvement and areas for growth as well as conducted regular training sessions for team members that improved overall work efficiency.

**Data Entry Operator, Micro Merger (Pvt.) Ltd,** Quetta, Pakistan **Aug – Sep 2018**

Examined quality and accuracy of data in MCTDB as well as retained log book in MS Excel of everyday work. Identified and communicated all mistakes to the DC and DEO. Analyzed and oversaw numbers of Tally Sheets in MCTDB as per the report given by DC of districts.

**Key Accomplishments**

* Guaranteed accuracy of data while eliminating spellings, number of fields, codes, and all aspects of data entry.
* Followed instructions of DC/Team Lead for entering data and completing everyday tasks in a timely manner.

**ZB Textile,** Faisalabad, Pakistan **Apr 2015 – Feb 2017**

**Data Administrator**

* Achieved bottom line results by overseeing capacity planning, installation, configuration, database design, performance monitoring, migration, security, troubleshooting, backup, and data recovery tasks.

**Volka Food International,** Quetta, Pakistan **Mar 2012 – May 2014**

**Data Entry Operator**

* Skillfully analyzed methods to improve efficiency in entering data and tracking quota
* Played an integral role in supervising data entry of daily sales, office records, and store keeping tasks.

**Education**

**Bachelor of Computer Science**

*Balochistan University of Information Technology, Engineering and Management Sciences, Quetta, Pakistan, 2015*

**Professional Trainings**

Six Months of Oracle 11g Database Administration Training as a Trainee a Program by CM Balochistan Youth ICT Initiative, Sep 2015 – Feb 2016

Unity 3D gaming Code Islamabad, Feb2016

**Certifications**

ASP .NET Pearl Institute Quetta, Aug – Sep 2015