**Arshad Aziz**

**Contact: 0324-3291249 Email: arshadchagerzai@live.com**

**PROFILE STRENGTH & SKILLS**

To obtain a challenging career & an oriented position where I can take organization and myself on the heights along with my education, experience & capabilities with the help of my performance, quality result, quick service delivery and pace.

**Key Skills:**

* Monitoring & Evolution.
* Supportive Supervision.
* Production standards & procedures
* Time management
* Possess excellent Interpersonal Skills
* Documentation.
* Met the deadlines as a challenge
* Soft Communication.

**PROFESSIONAL PORTFOLIO:**

***Enumerator (Displacement Tracing Matrix)***

**UN IOM** through  **(People Employers Private Limited ) From July-2023**

* Identify key informants of assigned Union Councils (UC Chairman, Councilor, Local, Doctor, etc.) and coordinate meetings with them.
* Meeting with key informants at the UC level in order to develop a baseline mobility study for the Afghan population in the assigned district.
* B2F+Community Need Assessment of Afghan population at village/area level conducted with key informants.
* Update data on KOBO on Daily basis.
* Update Management regarding daily progress.

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***Field Survey Supervisor (District West & South)***

**Bureau of Statistics Planning and Development Department Govt of Sindh From Nov-2022 to June-2023**

* Determine the cluster area and assign Enumerators accordingly.
* Provide field support to the Enumerator and Observer.
* Involved/mobilized local community influencers to ensure quality data and to prevent refusals.
* Solved Enumerator queries on the spot during field work.
* Update Supervisor application, based on interview conducted by enumerators.
* Update Office team Lead regarding work status and shared field team status with them.

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***Union Council Communication Support Officer (UCCSO)***

**ComNet Sindh Project “NEAP for Polio Eradication” (SHMA) From Aprl-2018 to Oct-2021**

* Provide support to supervisors and field workers.
* Prepare the Union Council's Micro Plan for each polio campaign.
* Determine day-by-day tasks and assign staff according to the plan.
* Reporting to upper management via mail of day-to-day work progress.
* Conduct meetings with the local doctor, notable individuals, and the school administration, etc.
* Engaging the local community, planning mobilization activities, and supporting the field staff during execution
* Manage other responsibilities assigned by management.



***Assistant Merchandiser/Merchandiser***

**U&I Garments (Pvt.) Ltd.** (Brand owner of (“**Junaid Jamshed** & **Amirah”**) **FromFeb-2016 to Nov-2017**

* Planned the styles to Dyeing/Emb/Screen Printing/Block Printing as per requirement.
* Received sample from designer for costing purpose, prepared PDS (Product Data Sheet) and approved from concerns, generate purchase order.
* Arrange fabric/accessories of generated Po.
* Issue the program to cutting department as per outlets requirements.
* Arrange/coordinate with the main store/purchase department to ensure the availability of Fabric, Accessories for all approved styles as per requirements
* Strong follow-up on daily basis in all departments.
* Share the status to the International, Domestic operation team on daily basis.
* To ensure timely shipment.
* Perform others duties assigned by top management.

***Production Coordinator to GM***

**Mustaqim Dyeing & Printing Ind.** (Manufacturers & Exporters of Home Textile) **FromDec-2013to Jan-2016**

* Assist & update the GM Production Manager about daily department status.
* Communication with marketing teams & answers the e-mails in GM Production Manager Absence.
* Strong follow-up on daily basis in all sections.
* Dealing with Vendors, prepare contractors monthly payment and distribute monthly salary to contractor’s workers.
* Update different reports in daily basis.
* Prepared monthly Stock report.
* Perform others duties assigned by top management.

**QUALIFICATION**

* **Bachelor (B.com)** (University of Karachi)
* **Intermediate** (BIE Karachi)
* **Matriculation** (BSE Karachi)

**DIPLOMA/CERTIFICATE**

* **Creative Designing (NED University)**
* **Microsoft Office ( SSM Institute of Computer Science)**
* **Sales and Marketing (Pakistan Institute of Professional Sciences)**

**OTHER SKILLS**

* Proficient with MS Office Applications such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and e-mail applications, net surfing for research on market trends.
* Excellent experience in managing organizations and the ability to adapt to a diversified work environment.
* Commitment to organizational objectives within a highly competitive and rapidly changing market place. Strong interpersonal and communication skills.
* Positive attitude, team building spirit and passionate for continuous learning together with the team. Resourceful, independent, fast learner and self-motivated.
* Creative, flexible & deadline-oriented. Good analytical and problem solving skills.
* Strong logic skills and like challenges. Motivated and interested to learn new technologies.
* Efficient in processing data and information, keeping records and tabulation.
* Planning & Forecasting, Self-Starter, Results Oriented, Time Management, Knowledge & Experience Sharing.

**Personal**

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