



# ASIF MEHMOOD

I am young, confident, hardworking and reliable person. I can work easily either as an individual or a part of a team.

I see myself satisfying your requirement and criteria and I have keen interest and enthusiasm to work in this post, because I am qualified and have huge experience in this field.



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House# 636/C, Near Millad Park  
Bannu City, KPK, Pakistan.

## PROFESSIONAL SKILLS

- MS OFFICE
- Data Management
- Data Collection
- Data Analysis
- Auto CAD/ Revit / BIM / E TABs

## LANGUAGES

- English ●●●●●
- Urdu ●●●●●
- Pushto ●●●●●

## HOBBIES & INTERESTS

- Travelling
- Net Searching
- Explore Heritage
- Social Work
- Video Editing
- Blogging
- Useful Debating

## WORKEXPERIENCE

### Data/Admin Assistant

SKP-Hub for Polio Eradication Bannu Cantt.

From Feb 2023

- Compilation of data received from SKP districts.
- Accurately inputting and managing data into databases or spreadsheets.
- Ensuring data quality by identifying and rectifying errors or inconsistencies.
- Assisting in data analysis tasks, including generating reports and visualizations.
- Creating reports and summaries based on data analysis.
- Documenting data sources, methodologies, and processes for future reference.
- Assisting researchers with data-related tasks and information retrieval.
- Identifying and resolving data-related issues or discrepancies.
- Working closely with team members or data analysts to achieve project goals.

### Manager Operation and Maintenance

W.S.S.C Bannu.

Sept, 2021 to Feb, 2022

- Gathering and organizing data from departments throughout the organization.
- Preparing BOQ for different field projects.
- Organizing data for analysis by identifying relevant information, using software to extract it from databases, and compiling it for presentation to clients.
- Checking plans, drawings and quantities for accuracy of calculations.
- Scan documents and print files, when needed.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Research and obtain further information for incomplete documents.
- Excellent knowledge using MS Office to correct spelling, grammar and punctuation.
- Overseeing the selection and requisition of materials and plant.

### VIS DC Office Bannu.

District Administration Bannu.

Feb, 2020 to Aug, 2021

- Assisting in data analysis tasks, including generating reports and visualizations.
- Creating reports and summaries based on data analysis.
- Bannu Beautification work.
- Restoration of Nicholson House.
- Green Bannu "Green Model Street"

