

# Azhar Ali

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<b>Objective</b>	Seeking a challenging career position in a professional performance-oriented company/ Organization, where I can utilize my skills and experiences to increase the productivity of the company/organization.																				
<b>Others Course</b>	(Six Month Course) MS Word MS Excel MS PowerPoint MS Access  Ability to explore the internet Utilities and use Emails. Maintaining Computer Systems, Networks, Internet Problems Connectivity and Related Issues Installing Windows, 7 & XP, & Hardware and Software's Application Good web Searching skills																				
<b>Skills</b>	Good communications skills Ability to work under tight schedules. Highly organized and dedicated with a positive attitude. Self-motivated and strongly committed to the job. Proven ability to quickly learn new material and adapt to challenging environments. Ability to learn fast in a new environment. Work smoothly in hard times and under pressure Willingness to take on a high level of responsibility. Ability to Manage Multiple Tasks, Multiple goals and Problem Solving																				
<b>Qualification</b>	<table border="1"><thead><tr><th>Qualification</th><th>Passing Year</th><th>Grade</th><th>From</th></tr></thead><tbody><tr><td>❖ Matriculation</td><td>2014</td><td>"A"</td><td>From B.I.S.E, Hyderabad</td></tr><tr><td>❖ Intermediate</td><td>2016</td><td>"B"</td><td>From B.I.S.E, Hyderabad</td></tr><tr><td>❖ BSC</td><td>2018</td><td>2<sup>nd</sup></td><td>University of Sindh Jamshoro</td></tr><tr><td>❖ MA (Economics)</td><td>Continue</td><td></td><td>University of Sindh Jamshoro</td></tr></tbody></table>	Qualification	Passing Year	Grade	From	❖ Matriculation	2014	"A"	From B.I.S.E, Hyderabad	❖ Intermediate	2016	"B"	From B.I.S.E, Hyderabad	❖ BSC	2018	2 <sup>nd</sup>	University of Sindh Jamshoro	❖ MA (Economics)	Continue		University of Sindh Jamshoro
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<b>Data Maintenance</b>	<b>Data Maintenance</b> Data maintenance is the ongoing process of running regular checks to identify and correct data that does not follow company standards in your CRM database. The goal is to improve the quality and organization of your data to improve your business's growth and profitability.																				

**Designation  
Organization  
Department**



**Experience**

**Database Assistant  
Isra University Hyderabad,**

Entry activities into the mission database recording all relevant document and demographic data on the enrollment and ensuring data quality/reliability, according to Database protocols and maintaining confidentiality while producing the appropriate, updated documents. Performing data entry of all epidemiological information into select database programs and creating appropriate reports, providing data for project development purposes. Ensuring that all data entered has been authorized and that appropriate documentation has been received. Ensuring all data collected and entered into databases is consistently accurate and complete. Being responsible for ensuring that quality control queries of the database are followed up, ensuring identification of data entry errors and corrections. Immediately reporting to the supervisor, any anomalies in the database Assisting in the compilation and preparation of regular reports and providing detailed information to medical and laboratory teams (weekly, monthly, according to patient treatment require).

**Database Assistant at Isra University Hyderabad Responsibilities; On Reporting Field**

Activity to Director of Education

- Guidance of student at the time of Enrolment
- Filing out students' forms and getting signed on a Consent form.
- Assist senior staff in work planning
- Responsible for reporting and maintaining the records updated on a daily basis.
- Good in communication and flexible, able to present organization on different platforms.
- As a team member, skills to motivate the community people and team members to develop project activities, planning and reporting.
- Identification and involvement of vulnerable groups and families in the project planning and implementation.
- Any other activity assigned by senior staff.

**Reference**

Will be provided at the time of the interview.