



Babar Ali

MIS Officer

+92.336.2411390

babaralibhaya2017@gmail.com

Shikarpur, Pakistan

Summary

Motivated, teamwork-oriented, and responsible Data Analysis with significant experience in increasing comprehension of reports and presentations by the advance professional

Skills

Academic Databases Management | Activity Coordination | Analytical Skills | Communication Skills | Consistency | Data Analysis | Data Cleaning | Data Extraction | Data Management | Data Mining | Data Monitoring | Data Protection | Database Administration | Database Knowledge | Field Monitoring | MIS Database | Mobilization Skills | Monitoring Tools Expert | MS Office | Presentation Skills. | Project Cycle Management | Project Design | Report Writing | Report Writing Skills | Reporting and Recording Skills | Reporting Skills | Revenue Analysis | RZ | SaaS | Sales Verification | Skills Of MIS | Software Installation | Stress Management | Student Affairs | Team Management | Team Player | Technical Analytical Skills | Technical Knowledge | Technical Recruitment | Technical Support | Troubleshooting | Troubleshooting Skills | Twitter Knowledge | Typing | Typing Speed | Understanding Of Oracle Data Base | Understanding of Statistical Data | Vehicle Allocation | Written English | \Office Support

Experience

Mar 2023 - Present

MIS Officer

Hands Pakistan, Jacobabad, Pakistan

Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP)

b. Develop and implement policies and procedures for electronic data processing and computer systems operations and development.

c. Meet with managers to discuss system requirements, specifications, costs and timelines.

d. Hire and manage information system personnel and contractors to design, develop, implement, operate and administer computer and telecommunications software, network and information system.

E. Working with compliance management system and customer billing system

Oct 2018 - Feb 2023

Data Analyst/Assistant NIS

PPHI Sindh District Shikarpur, Shikarpur, Pakistan

- Daily entries of Admission, Exit, & follow-ups on daily basis

Creating and managing database management system

Generating SQL commaands in DBMS

Creating Monthly OTP Report (Outpatient therapeutic Program) via excel

Designing Presentation for Monthly Review Meeting, District Liaison Group Meeting, DCCN Meeting

Understanding of reporting & data visualisation tools such as Business Objects, PowerBI and Tableau.

Problem solving skills.

Communication skills with effective stakeholder management & conflict resolution skills

Feb 2016 - Jul 2018

Assistant Database Administrator

Meko textile private limited Karachi, Karachi, Pakistan

Daily entries of fabric production in ERP and oracle

Creating daily, weekly, monthly reports in spreadsheet format

Maintaining the database and backup recovery

Securing database through security protocols

Designing of presentation for meetings

Analysis data variants via DBMS tool

Creating dashboard and reports via Tableau and Power BI

Feb 2013 - Dec 2015

Computer instructor

Technomen institute of IT & Computer science, Shikarpur, Pakistan

Organize, maintain and manage class systems in proper working condition.

Teach students and learners to use computers.

Design and develop appropriate computer instructional material.

Manage and monitor student behavior.

Initiate and implement systems, procedures and other student management issues.

Develop and implement lesson plans and classroom activities in consistent with the student management issues.

Assessment performance of students by weekly/monthly test

Conduct group training sessions.

Determine and troubleshoot technology services for staff.

Coordinate and collaborate with lead teacher, principal and instructional coaches.

Integrate special lesson plans with core academic curriculum.

Education

2022	Shah Abdul Latif University Khairpur Mirs Masters in Arts Sociology
2011	Shah Abdul Latif University Bachelors in Technology , Bs.IT Computer Networks and Communication, Computer Sciences and Information Technology, Database Management System Grade: B+
2007	C& S Degree College Shikarpur Intermediate/A-Level , Intermediate English, Biology, Physics Grade: B+
2005	Govt Qazi Habibullah High School Shikarpur Sindh Matriculation/O-Level , Matriculation English, Maths, Science Grade: A

Projects

Accelerated Action Plan for reduction of Stunting & Malnutrition

<https://www.aap.gos.pk/>

- Identifying data sources
- Collecting data
- Sourcing missing data
- Organising data in to usable formats
- Analysing data to find answers to specific questions
- Setting up data infrastructure
- Developing, implementing and maintaining databases
- Assessing quality of data and removing or cleaning data
- Generating information and insights from data sets and identifying trends and patterns
- Preparing reports for executive and project teams
- Creating visualisations of data

EU-PINS(EUROPEAN UNION PROGRAMME FOR IMPROVED NUTRITION IN SINDH)

<https://www.facebook.com/ProgrammeforImprovedNutritioninSindh/>

Daily entries of Admission, Exit, & follow-ups on daily basis

Creating Monthly OTP Report (Outpatient theurapatic Program)via excel

Designing Presantation for Monthly Review Meeting, Distrct Liason Group Meeting, DCCN Meeting

Understanding of reporting & data visualisation tools such as Business Objects, PowerBI and Tableau.

Entering database commands and queries

Manage the database management system

Problem solving skills.

Communication skills with effective stakeholder management & conflict resolution skills

Nutrition Support Program

<https://www.aap.gos.pk/initiatives/sindh-multi-sectoral-action-for-nutrition/nutrition-support-program/>

- Data Entry on Nutrition Information System Management Software

- Understanding of reporting & data visualisation tools
 - Excellent analytical skills - the ability to identify trends, patterns and insights from data.
 - Strong attention to detail.
 - Presentation skills – ability to write and speak clearly to easily communicate complex ideas in a way that is easy to understand.
-

Languages

Sindhi
Expert

Urdu
Expert

English
Expert