

# BABAR KHAN TAREEN

**Address:** PRECH Scheme Brewery Road, Opposite to SBK University Quetta

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## DATA SUPPORT OFFICER

✦ Strategy Planning ✦ Data Analysis ✦ Technical Support ✦ Data Extraction ✦ Data Cleansing ✦ Data Quality Assessment ✦ Statistical Analysis ✦ Performance Assessment ✦ Data Governance ✦ Report Generation ✦ Project Coordination ✦ Communication ✦ Training and Mentoring ✦ Team Leadership ✦ Problem Solving ✦ Process Improvement ✦ Data Integrity ✦ Help Desk Management ✦ Tally Sheet Alignment ✦ Stakeholder Engagement ✦ Information Consolidation

*Experienced Data Analyst, interested in technological advancements such as analytics, visualization, and data science.*

*With 8 years of experience designing and implementing data systems, managing communication, mobilizing social efforts, and handling finance matters. Proficient in creating KPIs and building dashboards using Tableau, Excel, and PowerPoint.*

*~ Spearheaded technical support for project team, leveraging software expertise to analyze data sets and present findings to stakeholders. Collaborated with UNICEF/WHO/District Administration to facilitate data analysis, ensuring accurate evaluation for the framework.*

***Expertise in utilizing cutting-edge automated data extraction, cleansing, and validation tools from various sources. Develop and maintain datasets and data systems, ensuring usability for decision-makers.***

*Skilled in data quality assessment and proficiently uses statistical tools to identify patterns and trends in complex datasets. Adept at reviewing reports and performance indicators to improve data accuracy and reliability.*

## Professional Abridgement

- Contributed to generating comprehensive management reports, empowering stakeholders with actionable insights for data-driven decision-making. Managed laboratory operations, ensuring data accuracy and timely reporting.
- Proactively improved data organization and reporting processes, achieving Key Performance Indicators (KPIs) and Service Level Agreements (SLAs). Coordinated tasks, facilitated effective communication, and mentored junior staff.
- Career summary reflects a commitment to data excellence, collaborative leadership, and a dedication to driving informed decision-making through data analysis and reporting.

## Career Review

### **Chip Training & Consulting, Quetta • Data Support Officer (Aug 2017 to Present)**

*Led software expertise, delivering technical support to project team and conducting data analysis; presented findings to stakeholders, driving informed decision-making and ensuring project success. Collaborated with UNICEF/WHO/District Administration to facilitate data analysis for evaluation framework.*

#### **Key Accomplishments:**

- Demonstrated proficiency in expertly utilizing cutting-edge automated tools to extract data from various primary and secondary sources. Employed a meticulous approach to identify and eliminate corrupted data and meticulously rectify coding errors, ensuring the highest data accuracy and reliability.
- Developed, maintained, and strategically reorganized datasets and data systems, guaranteeing data readability, accessibility, and usability. This effort facilitated seamless data-driven decision-making.
- Applied a deep expertise in data analysis techniques to evaluate data quality comprehensively. This analytical prowess enabled extracting valuable, actionable insights from datasets, enriching decision-making processes.
- Engaged in data filtering processes by meticulously reviewing reports and performance indicators. This ensured the prompt identification and rectification of coding issues, contributing to data accuracy and reliability.
- Leveraged sophisticated statistical tools with precision to identify, meticulously analyze, and interpret intricate patterns and trends within complex datasets. These insights were instrumental in supporting diagnosis and prediction efforts.
- Assigned numerical values to key Data Collection functions, allowing for robust performance assessment and facilitating insightful comparisons over time, ultimately contributing to data-driven decision-making.
- Conducted in-depth analysis of local, national, and global trends impacting data and field activities. This analytical prowess informed strategic decision-making processes and ensured adaptability to evolving contexts.
- Collaborated seamlessly with diverse stakeholders, including Tehsil data and delivery officers, Data Managers, NSTOP Managers, Provincial Data Managers, and management heads.

### **Fatima Jinnah Chest & General Hospital, Quetta • COVID-19 Lab In-charge (Mar 2020 to Oct 2020)**

Oversaw and tracked laboratory operations from COVID sample reception through processing, encompassing data entry for sample details and results. Ensure staff consistently uploads data to the COVID-19 information database.

#### **Key Accomplishments:**

- Managed the data upload process for suspect cases and PCR results, ensuring precision and adherence to timelines. Retained consistent communication with the Secretariat Health Department to ensure data exchange.
- Reported directly to the Secretaries of the Health Department and the Operation Cell/Control Room for COVID-19. Facilitated daily data updates, contributing to the creation of comprehensive Daily Situation Reports (DSRs).
- Collaborated effectively with the CMDU (Chief Minister Delivery Unit) to swiftly identify and rectify any encountered issues or errors, ensuring the seamless operation of data-related tasks.
- Managed various essential managerial tasks to ensure the seamless operation of daily lab routines, enabling the public to access their PCR results conveniently and efficiently.

### **Data Support Centre MicroMerger Pvt Ltd, Quetta • Data Verification Associate (Sep 2015 to Apr 2017)**

Drove data organization and reporting advancements, enhancing our District Team's ability to effectively leverage our enterprise data stack. Proactively addressed data and reporting inquiries from both internal and external managers.

#### **Key Accomplishments:**

- Oversaw daily task allocation performance tracking and provided coaching to our local Data Management Team. Ensured that key performance indicators (KPIs), especially data upload-related, are consistently achieved.
- Built robust communication channels, connecting with functional leads, project managers, internal team members, and all relevant stakeholders, also addressed any issues that may arise within operations promptly.
- Ensured data accuracy and quality within MCTDB, conducting random verifications and promptly rectifying errors and discrepancies in entries made by DEOs, maintaining the integrity of critical information
- Diligently monitored Tally Sheet number alignment in MCTDB with daily district reports from dedicated District Coordinators (DCs), guaranteeing data consistency and reliability for effective decision-making.
- Managed a responsive help desk for data-related queries, meeting Key Performance Indicators (KPIs) and Service Level Agreements (SLAs) in a fast-paced environment while mentoring and guiding the team.
- Managed a data-related help desk, analyzed large-scale complex datasets to identify issues and propose process improvements, and aided internal users in interpreting client data while achieving KPIs and SLAs.

### **Chip Training and Consulting, Quetta • Data Verification Supervisor (Mar 2015 to Jun 2015)**

Ensured data accuracy by consolidating information from multiple sources, acquiring T-Sheets, verifying data from Balochistan's Union Councils, and generating daily reports. Maintained high-performance standards, coordinated with the District Coordinator, and addressed data and workplace-related issues.

#### **Key Accomplishments:**

- Contributed to report creation, rectified data errors, and facilitated efficient communication with supervisors, enhancing data accuracy and overall project efficiency.
- Conducted meticulous data verification and correction, monitored activities, and reported to supervisors and head office. Implemented daily activity planning, optimizing project management and reporting processes.
- Coordinated data management and general departmental administration to oversee all data-related aspects.

## **Initial Career Glimpse:**

**Tameer e Khalq Foundation (TKF), as Admin Assistant (April 2014 to Dec 2014)**  
**Community Support Foundation, as Social Organizer (Aug 2013 to Mar 2014)**

### **Academic Brief**

- 2023 Masters in (International Relations) University of Balochistan
- 2019 Bachelor's in (Social Sciences) University of Balochistan
- 2013 Diploma in (Commerce) Commerce College Quetta
- 2011 Matriculation in (Computer) Balochistan Board of Intermediate & Secondary Education Quetta

## **IT Skills:**

A.D.I.T • MS Office • Tableau • Power B.I • Corel Draw, Adobe Photoshop • In page • Quantum GIS • Windows 7, 8, 10 & 11, Graphics & Designing