

Bilal Khan (Data Liaison Officer/Analyst)

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EDUCATION

Master in Political Science (University of Peshawar)

Post Graduate Diploma in Human Resource Management (Virtual University of Pakistan)

Diploma in Information Technology

Diploma in Health Technology

EXPERIENCES

Micromerger (Pvt) Ltd Data Liaison Officer

OCT 2023 - Present

- Conducted data gathering and communication with CBO using SBCC tools
- Prioritized quality, verification, and timeliness in data processing.
- Collected community involvement plans, evaluated missing children, and validated actions.
- Social Profiling (SP) data is updated on a regular basis.
- Gathered data for SBCC umbrella operations and employee training.
- Collected data on refusals and same-day covered children.
- Collected data on leftovers/boycotts and zero-dose children after the campaign
- After cleaning, I entered leftover and zero-dose data.
- Validated 10% of all missed/refused requests and 10% of all refusals.
- Ensured correctness by cross-referencing data.
- Adapted to various work modes in districts and provinces.
- Actively engaged in trainings and meetings.
- Maintained accurate and dependable data throughout the marketing phases.

Micromerger (Pvt) Ltd Data Management Office

Sep 2022 – Sep 2023

- Performed data entry and verification tasks, ensuring the accuracy and confidentiality of information recorded in the database.
- Maintained punctuality by promptly marking attendance and adhering to office hours.
- Demonstrated professionalism in the workplace, fostering a disturbance-free environment for colleagues.
- Maintained a high standard of data quality and accuracy.
- Maintained a daily work log in Excel to track tasks and activities.
- Collaborated with Data Analysts and Data Entry Leads, prioritizing and completing daily assignments efficiently.
- Managed computer equipment used for data entry, preventing intentional hardware or software damage.
- Conducted random data verification to ensure correctness and quality, promptly reporting and resolving errors.
- Monitored and prevented the recurrence of data entry mistakes.
- Ensured data consistency by cross-referencing Tally Sheets with daily district reports provided by the DLO.
- Undertook additional tasks assigned by the DLO, contributing to data compilation and workload distribution.

Souvenir General Hospital Computer Operator

June 2020 – Sep 2022

- Proficient computer operator with expertise in various software and hardware systems.
- Efficiently operate and maintain computer systems, ensuring smooth functionality.
- Perform data entry, manage files, and assist in troubleshooting technical issues.
- Proficient in using office software such as MS Office for documentation and reporting.
- Ensure data accuracy, integrity, and security in daily operations.
- Quickly adapt to new technologies and software updates.
- Collaborate with IT teams to resolve technical issues and implement improvements.
- Maintain a high level of confidentiality and data protection.
- Strong organizational and multitasking skills in a fast-paced environment.
- Provide technical support to colleagues as needed.
- Contributed to the efficient and error-free operation of computer systems, enhancing overall productivity.

CERTIFICATIONS

- Data Analytics and Business Intelligence

SKILLS

- Data Visualization
- Problem Solving
- Communication Skills
- Adaptability
- Time Management
- Teamwork