



# Dad Muhammad

Data Analyst and support officer with +5 years of experience .  
Enthusiastic professional with proven ability to deliver and managing the projects.

## Personal Info

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[m](#)

Karachi, Pakistan

ID Number  
42401-5628124-7

Nationality  
Pakistani

Date of birth  
06/02/1992

## Skills

- Data Analyst
- Document Controller
- Network Administrator
- Ms Office Suite
- Problem-solving
- Interpersonal skills
- Communication
- Teamwork
- Office Administration
- Lead Generation

## Languages

- Urdu
- English
- Baluchi

## Work Experience

### Union Council Communication Officer, | ComNet Program of UNICEF, Karachi, Sindh – Sidat Hyder Morshid Associate

October 2020 - Present

- \* Planning & implementation of communication activities to have awareness session regarding importance of vaccine and to convince those who resist vaccine
- \* Support the preparation, implementation & monitoring of PEI (Polio Eradication Initiative) & EPI (Expanded Program on Immunization) social mobilization & communication planning.
- \* To ensure & identify IEC requirements, logistics requirements & their distribution plan.
- \* To ensure influential religious leaders, elders, UC secretary are included in micro-plan and support in SIAs (Supplementary Immunization Activities).
- \* Plan social mobilization activities to reach High Risk populations.
- \* Support in preparing Micro-plan.
- \* Monitor and Supervise the staff, encourage them to do better if found any weakness.
- \* Give training to Frontline Workers especially focusing their weakness and polish their skills more through teaching and activities.

### Data Support Officer, CBV Program of UNICEF

May 2018 - September 2020

- \* Analysis Data of Polio Campaign.
- \* Give Session to Uccso's and Area Supervisor.
- \* Compile Data and Comparative Data with Previous Campaign.
- \* Also Work for Special Tasks that given by First Supervisor, EOC & DPCR.
- \* Make reports of Layari Town Daily Still Missed Children and BCG List.

### Data Entry Operator & Team Lead | MICRO MERGER IT SOLUTION

March 2016 - May 2018

- \* Accurately inputting confidential details into databases.
- \* Ensuring that all data is accurate, up to date and useable.
- \* Updating systems to maintain the correct information.
- \* Inputting client information, surveys, and statistics data into.
- \* Verified, updated and corrected source documents
- \* Entered data into designated database and forms.
- \* Routed data to appropriate staff
- \* Code and process applications into required electronic forma
- \* Maintain complete activity logs and prepare reports

#### **Documents Coordinator, M. Amin M. Qaseem**

August 2015 - March 2016

- \* Accurately inputting confidential details into databases.
- \* Receiving demand to customer and opening file with allot no. of shipment
- \* Keeping record of all freight shipments.
- \* Monitoring filing and procedure adherence by respective office.
- \* Make shipment statement monthly & annually.
- \* Maintain data into the standard registers ensuring that the information is accurate and up to date.

#### **Junior Network Administrator, Cyber Net Cafe**

September 2014 - March 2015

- \* Assembling new systems.
- \* Maintaining existing software and hardware and upgrading any that have become obsolete.
- \* Working in tandem with IT support personnel.
- \* Providing network administration and support

#### Education

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##### **B.Com, Karachi University**

2014

#### Volunteering

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##### **Best Data Support Officer, UNICEF**