



# Ghulam Raza

## DATA QUALITY OFFICER

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City Area, Quetta, Pakistan

## Summary

To obtain a challenging position as demand suitable to my skills background, to help a successful organization expand further and to help myself grow further professionally, technically and financially to become an effective team player in a progressive organization.

## Skills

Web Design | Typing Speed | Twitter Knowledge | Survey CTO | Supervision | STATA | Reporting | Problem Solving Skills | Pen and Paper Personal Interviews | Payments | Official Tasks Handling | MS Office | Monthly Closings | Monitoring | Microsoft Excel | Management Skills | IT Management | IT | Fluent in English | Field Data | Feedback Management | Database Administration | Data Management | Data Maintenance | Data Entry | Data Collection | Data Analytics | Data Analysis & Report Writing Skills | Data Analysis | Customer Service Skills | Customer Relationship Management | Creative | Corel Draw | Computer Skills and Report Writing Skill | Computer Assisted Telephone Interviews | Computer Assisted Person Interviews | Communication Skills | Budgeting and Resource Management | Analytical Skills | Adobe Photoshop op | Administrative Assistance | Admin Assistance | Accounts Receivable | Accounts Payable | Record Keeping | Preparing Accounts | Bookkeeping | Accounting

## Experience

Aug 2023 - Oct 2023

### DATA QUALITY OFFICER

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

- Monitor submitted data to ensure it meets quality standards and controls in order to identify areas where data quality needs to be improved.
- Provide timely, accurate and complete reporting of data. Review submitted data to detect accuracy problems and anomalies and help departments to take corrective measures.

Jul 2022 - Oct 2023

### Data Management Officer

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

- Working as Data Management Officer Responsible for smooth Data and quality assurance to the donor
- Management of Databases
- Record Keeping
- Communication Network Database
- Documentation
- Communication Skills
- Data Quality
- Entry of Campaign Data
- Data Analysis
- Data Compile
- Data Validation

- Data scanning
- Sep 2021 - Dec 2021 **Data Entry Operator**  
MicroMerger (Pvt.) Ltd., Quetta, Pakistan
- Data entry
  - Data correction (removes bugs and errors)
  - Data report analysis
  - Data verification.
  - PMC reporting
- Mar 2018 - Dec 2019 **Computer Operator**  
Qurtaba High School, Quetta, Pakistan
- Z{k6iV
- Aug 2016 - Nov 2017 **IT manager**  
Sajid Hospital Quetta, Quetta, Pakistan  
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## Education

- 2023 **University of Balochistan**  
Masters in Arts , M.A  
International Relations  
Percentage: 55%
- 2015 **Govt. Science College Quetta.**  
Bachelors in Science , BSc  
Statistics,Physics.math
- 2012 **Govt. Science College Quetta.**  
Matriculation/O-Level , matric  
Chemistry,Physics,Math  
Percentage: 50%
- 2010 **Chiltan Modern High school Quetta**  
Matriculation/O-Level , matric  
Investment  
Percentage: 55%

## Projects

### Data Entry Operator Link with Emergency Operation Center (EOC)

<https://dsc.eoc.gov.pk/login>

*The Project is About to Polio Disease Caused by water bacteria on which the Data Support Center Provides Data mining, Data quality assurance, Data Management Report Generating and Reporting to Donor.*

### Data Management Officer Link with Emergency Operation Center (EOC)

<https://dsc.eoc.gov.pk/login>

*The Project is About to Polio Disease Caused by water bacteria on which the Data Support Center Provides Data mining,*

## Communication Planning Assessment Tools

<https://comnet.eoc.gov.pk/>

*Duties and Responsibilities Ensuring that information and data from the field is captured, documented, analyzed, and reported in a results-based and timely manner Ensure effective communications, visibility, and knowledge management Contributing substantially to the presentation & communication activities implementation process Developing, implementing and monitoring a polio communication activities visibility plan, facilitating better understanding among partners about programme progress, and adhere to Endpolio guidelines on communications and visibility Undertaking field visits to gather the information and results related to the programme Assisting all components of the programme in producing and documenting all kinds of programme related reports Establishing and maintaining fully operational state-of-art programme documentation unit Providing high-quality editing and formatting for all programme related documents Supporting programme staff in organizing and managing seminars, workshops, conferences and field visits as required Providing relevant expert services to the project management unit, programme components and implementing partners on reporting and communications and act as a facilitator or trainer Providing thorough progress reporting continuous analysis of the achievements, facilitate project review, evaluation and audits Contributing towards overall knowledge management, communications & reporting strategy and ensure implementation of the work plan with weekly, monthly, quarterly, semi-annual and annual milestone.*

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## Languages

**Pashto**  
Intermediate

**Balochi**  
Expert

**Urdu**  
Expert

**English**  
Intermediate