

# Hafiz Ullah



**Experience** 2 years 5 mons  
**Current salary** 90000  
**Created at** 18th March, 2024  
**Last modified** 19th March, 2024

Dedicated Data Analyst with a proven track record of extracting actionable insights from complex datasets. Proficient in data manipulation, statistical analysis, and data visualization techniques. Skilled in data visualization tools such as Tableau ,Power BI and Pivot . Experienced in identifying trends, patterns, and correlations to drive strategic decision-making and optimize business processes. Excellent communication skills with a demonstrated ability to translate technical findings into actionable recommendations for stakeholders. Seeking to leverage analytical expertise to contribute to data-driven decision-making and drive business growth."

## Personal Information

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## Education

**IMS**  
MS HRM (3.20 CGPA)  
2013 - 2016

MS in Human Resource Management (MS-HRM) program is designed to provide students with advanced knowledge and skills in the field of human resources (HR) management. Here's a detailed description of what you might expect from such a program:

**Core HR Concepts:** MS-HRM programs typically start by covering core concepts in human resource management. This includes topics such as recruitment and selection, performance management, compensation and benefits, employee relations, training and development, and HR legal issues. Students develop a solid understanding of the key functions and responsibilities of HR professionals.

**Organizational Behavior and Leadership:** Understanding human behavior in organizations is essential for effective HR management. MS-HRM programs often include coursework in organizational behavior, leadership theory, and change management. Students learn how to foster a positive work environment, motivate employees, manage conflicts, and lead organizational change initiatives.

**Strategic HR Management:** Strategic HR management focuses on aligning HR practices with organizational goals and objectives. MS-HRM programs cover strategic planning, workforce planning, talent management, succession planning, and HR metrics and analytics. Students learn how to develop HR strategies that contribute to organizational success and competitive advantage.

**Employment Law and Compliance:** Compliance with employment laws and regulations is critical for organizations to avoid legal risks and liabilities. MS-HRM programs include coursework in employment law, labor relations, and HR compliance. Students learn about relevant laws and regulations governing the employer-employee relationship, as well as best practices for ensuring compliance.

**Employee Development and Training:** Developing and retaining talent is a key priority for organizations. MS-HRM programs cover employee development strategies, training needs analysis, learning and development programs, and career management. Students learn how to design and implement effective training initiatives to enhance employee skills and performance.

**Diversity and Inclusion:** Diversity and inclusion have become increasingly important in today's workplace. MS-HRM programs address issues related to diversity, equity, and inclusion (DEI). Students learn how to promote diversity and create inclusive work environments where all employees feel valued and respected.

IMS

**BBA -IT HONS (3.40 CGPA)**  
**IT , Computerscience , C++ , HTML , Organizational Behaviour , Buisness administration**  
**2006 - 2010**

A Bachelor of Business Administration in Information Technology (BBA-IT) degree program typically blends business and technology concepts to prepare students for roles where they need to understand both the technical and business aspects of IT. Here's a detailed description of what you might expect from such a program:

**Core Business Concepts:** BBA-IT programs usually start by laying a strong foundation in core business principles. This may include courses in accounting, finance, marketing, management, economics, and organizational behavior. Students learn how businesses operate, understand market dynamics, and develop skills essential for effective management and leadership roles.

**Information Technology Fundamentals:** As the name suggests, BBA-IT programs delve into the fundamentals of information technology. This encompasses courses in computer science basics, including programming languages, algorithms, data structures, databases, and software engineering principles. Students gain a solid understanding of how technology works and how it can be applied to solve business problems.

**IT Management and Strategy:** BBA-IT programs often focus on IT management and strategy, teaching students how to align technology initiatives with organizational goals. Topics may include IT governance, project management, risk management, IT service management (ITSM), and strategic planning.

**Business Intelligence and Analytics:** Given the increasing importance of data in decision-making, BBA-IT programs typically cover business intelligence and analytics concepts. Students learn how to collect, analyze, and interpret data to support business decision-making processes. This may involve courses in data mining, data warehousing, data visualization, statistical analysis, and predictive modeling.

**Emerging Technologies:** To stay relevant in a rapidly evolving technological landscape, BBA-IT programs may cover emerging technologies and trends. This could include topics such as cloud computing, artificial intelligence (AI), machine learning, Internet of Things (IoT), blockchain, and big data analytics.

Overall, a BBA-IT degree program provides a comprehensive education that combines business acumen with technical expertise, preparing graduates for a wide range of roles in the IT industry, such as IT consultant, business analyst, project manager, systems analyst, or technology strategies

## Experience

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**WHO**  
**ZONAL TRAINER & MONITOR**  
**2023 - Currently Working**

Role and Responsibilities of Zonal Trainer & Monitoring Officer:

**Training and Quality Assurance:** Conduct comprehensive training sessions for field staff on methodologies and SOPs to ensure accurate data collection. Monitor and evaluate field staff performance to maintain data quality standards.

**Logistics and Oversight:** Arrange logistics and vehicles for field activities while ensuring adherence to protocols. Supervise logistical arrangements and vehicle maintenance to facilitate smooth operations.

**Coordination and Security:** Collaborate with line departments and security officials to ensure seamless coordination and provision of security for field teams during activities. Liaise with relevant authorities to mitigate potential risks.

**Team Planning and Support:** Develop strategic team plans for efficient deployment during field activities. Provide support to field teams by addressing operational challenges and facilitating effective communication and collaboration.

**Data Management and Verification:** Oversee data uploading and conduct thorough analysis post-fieldwork to ensure quality and reliability. Verify the accuracy and completeness of collected data before submission.

**Reporting and Analysis:** Provide detailed reports to the Federal Monitoring and Evaluation Coordinator, highlighting key findings and recommendations. Assist in analyzing field reports and data analysis outcomes to identify trends and areas for improvement.

**Stakeholder Communication:** Communicate effectively with stakeholders to provide updates on field activities, progress, and challenges encountered.

These combined roles and responsibilities are crucial for ensuring the success of field data collection activities and the achievement of project objectives within the designated zones.

**RAYN**  
**DISTRICT PROJECT OFFICER**  
**2022 - 2022**

Role and Responsibilities would include:

**Training of IP staff regarding GCSS (Geographical Coverage Support System):**

Conduct training sessions to familiarize staff with the functionalities and usage of the GCSS.

Ensure that all staff members are proficient in operating the system effectively.  
Coordination with district administration regarding GCSS system:

Liaise with relevant departments within the district administration to ensure seamless integration of GCSS into existing systems and processes.

Collaborate with IT departments or relevant stakeholders to address any technical issues or concerns related to the GCSS.  
Coordination with district-level Polio staff and training the district-level team regarding the GCSS system:

Work closely with district-level Polio staff to understand their specific requirements and challenges related to polio eradication efforts.

Provide training to the district-level team on how to utilize the GCSS for better coordination and planning of polio vaccination campaigns.

Monitor the Dashboard and coordinate so that the following team cannot visit the area:

Regularly monitor the GCSS Dashboard to track progress, identify areas with low coverage or accessibility issues, and take proactive measures to address them.

Coordinate with relevant stakeholders to ensure that teams are deployed strategically to areas identified as high priority or in need of additional support.

Data analysis and presentation at the district-level evening review meeting at the DC office:

Analyze data collected through the GCSS to identify trends, patterns, and areas for improvement in polio vaccination coverage.

Prepare comprehensive reports and presentations highlighting key findings, challenges, and recommendations for action. Present findings at district-level evening review meetings at the Deputy Commissioner (DC) office to facilitate informed decision-making and resource allocation.

Overall, your role as a District Project Officer would involve overseeing the effective implementation of the GCSS, facilitating collaboration between various stakeholders, and leveraging data-driven insights to improve polio eradication efforts within the district.

### **SOMERIAN HEALTH ABU-DHABI DOCUMENT CONTROLLER & REPORTING OFFICER 2021 - 2022**

As a Document and Reporting Officer in the context of managing COVID-19 cases, your role and responsibilities would involve:

Recording of every positive COVID-19 patient:

Maintain a comprehensive database documenting the details of every individual who tests positive for COVID-19, including personal information, test results, and contact details.

Reporting COVID-19 cases to government staff and coordinating their attendance at COVID-19 camps:

Promptly report all positive COVID-19 cases to relevant government authorities or health departments as per established protocols.

Facilitate communication with individuals who test positive, informing them of their status and arranging for their attendance at designated COVID-19 testing or treatment facilities.

Monitoring patients staying at home with smartwatch technology:

Utilize smartwatch technology or similar monitoring devices to track the movements and health status of COVID-19 patients who are isolating at home.

Ensure compliance with isolation protocols and intervene as necessary if any irregularities or concerns arise.

Maintaining the Al Hosn app for COVID-19:

Assist individuals in registering and maintaining their profiles on the Al Hosn app, a digital platform developed for COVID-19 contact tracing and health monitoring in the UAE.

Provide support and guidance on the usage of the app to ensure accurate and up-to-date reporting of health status and potential exposure to COVID-19.

Filtering data of all COVID-19 tests and sharing positive cases with the health department:

Collect and manage data from COVID-19 testing centers, including test results, demographics, and other relevant information.

Analyze the data to identify positive cases and promptly share this information with the health department or relevant authorities for further action and contact tracing.

Keeping records of daily COVID-19 tests:

Maintain detailed records of daily COVID-19 testing activities, including the number of tests conducted, results, and any pertinent observations or trends.

Ensure the accuracy and completeness of testing records for reporting purposes and decision-making.

Overall, your role as a Document and Reporting Officer would be critical in ensuring efficient and effective management of COVID-19 cases, facilitating timely reporting and coordination with government agencies, and maintaining accurate records to support public health efforts in combating the pandemic.

## **Skill**

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**Monitoring & reporting**

**Excellent**

**Last used 18th March, 2024**

Monitoring involves actively observing and evaluating the progress, status, or performance of a process, system, or activity. It entails collecting data or metrics to measure performance against predefined criteria or objectives.

Reporting involves synthesizing and communicating information derived from monitoring activities. It includes analyzing collected data, identifying trends or insights, and presenting findings in a clear and concise manner to support decision-making.

### **IT SKILLS (Networking & APP Installation and USage)**

**Excellent**

**Last used 18th March, 2024**

Understanding of network architecture, protocols, and topologies.

Configuration and administration of network devices such as routers, switches, and firewalls.

Installation, configuration, and troubleshooting of network services like DHCP, DNS, and VLANs.

Knowledge of network security principles and implementation of security measures such as encryption and access control.

Application Installation:

Proficiency in installing and configuring various software applications on different operating systems.

Familiarity with installation methods such as manual installation, package managers, and deployment tools.

Ability to troubleshoot installation issues and resolve compatibility conflicts.

Different App Usage:

Proficiency in using a variety of software applications across different categories such as productivity suites (e.g., Microsoft Office, Google Workspace), design tools (e.g., Adobe Creative Suite), and collaboration platforms (e.g., Slack, Microsoft Teams).

### **Team Management**

**Excellent**

**Last used 18th March, 2024**

Team Management involves leading, coordinating, and motivating a group of individuals to achieve common goals and objectives. It includes tasks such as assigning responsibilities, setting expectations, providing support and guidance, resolving conflicts, and fostering a collaborative work environment. Effective team management requires strong communication skills, empathy, leadership abilities, and a deep understanding of each team member's strengths and weaknesses. It aims to maximize team productivity, morale, and satisfaction while achieving desired outcomes.

### **Project Management**

**Excellent**

**Last used 18th March, 2024**

Project Management involves the planning, execution, monitoring, and completion of projects within specific constraints such as time, budget, and scope. It encompasses skills and methodologies to efficiently allocate resources, manage risks, communicate effectively, and ensure project goals are achieved. Project managers oversee the entire project lifecycle, coordinating tasks, managing stakeholders, and adapting to changes to deliver successful outcomes.

### **Data Analytics & Business Intelligence**

**Excellent**

**Last used 18th March, 2024**

Data Analysis and Business Intelligence involve extracting actionable insights from data to drive strategic decisions and enhance business performance. It encompasses techniques such as statistical analysis, data mining, and predictive modeling to uncover trends, patterns, and correlations within datasets. Business Intelligence leverages these insights through reporting, dashboards, and data visualization tools to facilitate informed decision-making at all levels of an organization.

## **Project**

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**Post Campaign Evaluation (PCE) (WHO)**

**Zonal Trainer**

**1st January, 2023 - 18th March, 2024**

## **Certification**

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**Disaster Preparedness and Emergency Action Plan From (the Knight of Safety (UK))**

**ihy1owtpip - 9th July, 2023**

<https://academy.theknightsofsafety.com/certificates/ihy1owtpip>

**Internal Audit Awareness From (the Knight of Safety (UK))**

**rjpv5eqpn - 4th June, 2023**

Lnk of Certificate for verification

<https://academy.theknightsofsafety.com/certificates/rjpv5eqpn>

ISO 9001:2015 Quality Management System Foundations From (the Knight of Safety (UK))  
szz9nvocov - 1st June, 2023

Link for certificate verification

<https://academy.theknightsofsafety.com/certificates/szz9nvocov>

Health Emergency and Disaster Risk Management for Resilient Cities From (WHO)  
- 18th March, 2023

## References

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