

JUNAID s/o SHAFIQ UR REHMAN

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PROFESSIONAL SUMMARY:

Dedicated and results-oriented professional with a diverse background in administrative support, logistics management, and data analysis. Experienced in collaborating with multinational teams and adhering to global standards of professionalism and efficiency. Proficient in utilizing advanced analytical tools and software to extract valuable insights from data, aiding in strategic decision-making. Skilled in developing and implementing logistics strategies, ensuring timely delivery of goods and services across borders. Proven track record of success in project management, including overseeing case management activities and coordinating with diverse stakeholders. Strong communication and interpersonal skills, with the ability to work effectively in cross-cultural environments. Committed to continuous learning and adapting to new challenges in a dynamic global marketplace.

EDUCATION:

- **MBA (Finance)** From National University Of Modern (NUML) 2019
- **MA (International Relationships - Private)** University Of Balochistan (UOB) 2017
- **BS (Computer Science)** From Balochistan University of Information Technology, Engineering and Management Sciences (BUIITEMS) 2015
- **BA (Economics - Private)** From University Of Balochistan (UOB) 2013

PROFESSIONAL EXPERIENCE:

Programme/Data Assistant at World Health Organization (WHO) *November 2023 to Present*

Responsibilities:

- *Maintain and update a comprehensive computerized information system for campaign data, including data related to polio, EPI, and AFP surveillance efforts in the designated districts.*
- *Assist in the collection and analysis of campaign coverage data from all districts, including DG Khan, Muzaffargarh, Rajanpur, and Layyah, ensuring timely compilation and sharing with provincial and federal offices.*
- *Identify discrepancies or inaccuracies in data files related to polio, EPI, and AFP surveillance efforts and coordinate with relevant stakeholders for timely corrections.*
- *Provide administrative support to the program, including drafting correspondence, taking meeting minutes, and maintaining office records related to polio, EPI, and AFP surveillance.*
- *Coordinate logistics for program activities related to polio vaccination campaigns, EPI activities, and AFP surveillance, including making travel arrangements, processing security clearances, booking accommodations, and arranging airport transfers as necessary.*
- *Oversee HR functions related to polio, EPI, and AFP surveillance, from hiring to onboarding and training of staff members, ensuring compliance with organizational policies and procedures.*
- *Monitor attendance and provide administrative support for staff involved in polio, EPI, and AFP surveillance activities in the designated districts, including maintaining records and processing payroll for daily staff salaries.*
- *Coordinate meetings at district levels related to polio, EPI, and AFP surveillance efforts and make all necessary administrative and logistical preparations, including arranging venues, catering, and equipment.*
- *Manage transportation plans for monitoring activities related to polio, EPI, and AFP surveillance, including developing travel plans for office staff and arranging transportation for field teams.*
- *Handle financial aspects of office operations related to polio, EPI, and AFP surveillance, including preparing bills for expense claims, managing office expenses, and processing payments for logistics procurement.*
- *Upload data on IDIMS (Integrated Disease Information Management System) and extract reports from NEOC (National Emergency Operations Center) Dashboard for analysis and reporting purposes, specifically related to polio, EPI, and AFP surveillance.*

- Upload clusters of AFP cases and PID cases, and keep provincial offices updated on AFP cases and other relevant issues pertaining to polio, EPI, and AFP surveillance.
- Obtain quotations from local vendors for logistics procurement related to polio, EPI, and AFP surveillance activities, seek approvals from head office, and facilitate the purchase of logistics items as needed.

Achievements:

- Implemented an enhanced data management system, resulting in a 20% increase in data accuracy and accessibility.
- Streamlined logistics coordination for program activities, reducing turnaround time by 15%.
- Recognized for outstanding administrative support, receiving commendations from senior management.

Admin and Logistic Assistant (CBV) at Chip Training & Consulting (CTC) Pvt. Ltd. July 2023 to Oct 2023

Responsibilities:

- Manage all aspects of logistics, from obtaining quotations and approvals to purchasing and delivery, ensuring timely delivery of goods.
- Serve as a liaison with provincial and federal staff of the World Health Organization (WHO) on logistics-related matters.
- Provide administrative support, including managing correspondence, scheduling meetings, and organizing office operations.
- Oversee warehouse operations, including inventory management, stock rotation, and maintaining adequate stock levels.
- Implement quality control measures to ensure the accuracy and integrity of stored goods and materials.
- Manage the process of reverse logistics, including handling returns, exchanges, and disposal of surplus or damaged goods.
- Develop and implement a proper warehouse management system to optimize inventory control.
- Maintain comprehensive records of inventory levels, transactions, and warehouse activities.
- Prepare and submit weekly and monthly reports on warehouse operations, including inventory status and expenses.
- Monitor and control expenses related to warehouse management, including labor costs and equipment maintenance.
- Arrange transportation for the delivery and pickup of logistics, ensuring timely and cost-effective solutions.
- Collaborate with Provincial Expanded Program on Immunization (EPI) staff for other logistic needs.
- Coordinate the delivery of Direct Disbursement Mechanism (DDM) cards to all staff in Balochistan.
- Remain up-to-date with HR matters related to Community Based Vaccination (CBV) and (SMT) staff.

Achievements:

- Optimized procurement processes, resulting in a 10% reduction in supply chain costs.
- Implemented efficient administrative procedures, improving office productivity by 20%.
- Enhanced communication and collaboration with WHO stakeholders, leading to smoother logistics operations.

Data Support Officer at Chip Training & Consulting (CTC) Pvt. Ltd. December 2019 to June 2023

Responsibilities:

- Oversaw daily data support operations, ensuring timely and accurate data collection, entry, and analysis.
- Coordinated with field staff to collect and verify data from various sources, including surveys and assessments.
- Managed data collection tools and systems, ensuring they were up-to-date and accessible to staff.
- Provided technical support and training to field staff on data collection methodologies and tools.
- Conducted regular data quality assessments and implemented corrective actions as needed to maintain data integrity.
- Compiled and analyzed data to generate reports and dashboards for internal and external stakeholders.
- Assisted in the development of data collection protocols and standardized operating procedures.
- Collaborated with other departments to integrate data collection and analysis processes into project workflows.
- Participated in meetings and workshops to discuss data-related issues and identify opportunities for improvement.
- Acted as a liaison between field staff, project managers, and data management teams to facilitate communication and resolve data-related issues.
- Stayed informed about industry trends and best practices in data collection, analysis, and reporting to continuously improve data support services.

Achievements:

- Led successful data quality improvement initiatives, resulting in a 25% reduction in data errors.
- Developed customized reports and dashboards, providing actionable insights to project stakeholders.
- Received accolades for exceptional leadership and teamwork in managing complex data projects.

Data Analyst (Team Lead) at Data Support Centre, Micro Merger Pvt. Ltd. August 2019 to December 2019

Responsibilities:

- Led a team of data analysts responsible for analyzing and interpreting large datasets to extract actionable insights.
- Developed and implemented data analysis methodologies and best practices to ensure accuracy and consistency.
- Conducted in-depth data analysis to identify trends, patterns, and correlations relevant to business objectives.
- Collaborated with stakeholders to define key performance indicators (KPIs) and develop dashboards and reports to track progress.
- Provided guidance and mentorship to team members, including training on data analysis techniques and tools.
- Ensured data quality and integrity by implementing data validation and cleansing processes.
- Conducted regular performance evaluations and provided constructive feedback to team members to support their professional development.
- Identified opportunities for process improvement and automation to streamline data analysis workflows.
- Presented findings and recommendations to management and other stakeholders in clear and concise reports or presentations.
- Stayed updated on industry trends and emerging technologies in data analysis and recommended relevant tools or methodologies.
- Supported cross-functional teams by providing data-driven insights and recommendations to inform decision-making.

Achievements:

- Led a high-performing team in delivering accurate and timely data analysis solutions.
- Implemented data quality assurance measures, ensuring data integrity and reliability.
- Presented actionable insights to senior management, contributing to strategic decision-making.

Data Entry Operator at Data Support Centre, Micro Merger Pvt. Ltd. November 2017 to August 2019

Responsibilities:

- Entered data accurately and efficiently into computer systems or databases.
- Verified data for accuracy and completeness, making corrections as needed.
- Assisted in maintaining and updating database systems with new information or changes.
- Conducted regular quality checks on data entry work to identify and correct errors.
- Responded to inquiries or requests for information regarding data entry processes.
- Assisted in the preparation of reports and presentations using data from the database.
- Participated in training sessions to enhance data entry skills and knowledge of software tools.
- Contributed to process improvement initiatives to streamline data entry procedures and increase efficiency.
- Supported other team members with data-related tasks or projects as needed.

Achievements:

- Maintained high accuracy in data entry, with a 99% error-free rate.
- Implemented data validation checks, reducing errors by 25%.
- Recognized for efficiency and reliability in handling large volumes of data.

Punch Operator at Volka Food International (Giggle). May 2017 to November 2017

Responsibilities:

- Generated and maintained sales reports, including daily, weekly, and monthly summaries.
- Analyzed sales data to identify trends and opportunities for improvement.
- Assisted in the preparation of expense reports and tracked company expenditures.
- Managed incoming bills and invoices, ensuring accuracy and timely payment.
- Maintained detailed inventory records, including stock levels, movement, and expiry dates.
- Conducted regular audits of inventory to reconcile discrepancies and ensure accuracy.
- Coordinated with suppliers for timely delivery of goods and resolved any issues related to orders.
- Oversaw warehouse management activities, including receiving, storing, and dispatching goods.
- Implemented proper storage practices to minimize damage and ensure product quality.
- Conducted regular stock counts and reconciled inventory records with physical stock on hand.

Achievements:

- Maintained high accuracy in data entry, with a 99% error-free rate.
- Implemented data validation checks, reducing errors by 25%.
- Recognized for efficiency and reliability in handling large volumes of data.

Accountant (Part-Time) at Mahmoodia Hajj & Umra Services Travels/ Al-Falah Enterprises

October 2016 to November 2017

Responsibilities:

- Managed accounts payable and receivable processes, ensuring timely payment and collection of invoices.
- Reconciled bank statements and prepared monthly financial reports.
- Assisted in the preparation of annual budgets and financial forecasts.
- Conducted regular audits to ensure compliance with financial regulations and company policies.
- Prepared and filed tax returns and other statutory filings accurately and on time.
- Provided financial analysis and recommendations to management for decision-making purposes.
- Collaborated with internal departments to resolve financial discrepancies and improve financial processes.
- Stayed updated on changes in accounting standards and regulations to ensure compliance.
- Assisted in ad-hoc financial projects and tasks as assigned by management.

Achievements:

- Streamlined Financial Processes: Introduced automated systems for accounts payable and receivable, reducing processing time by 30% and enhancing overall efficiency in financial operations.
- Improved Financial Reporting: Implemented standardized reporting formats and enhanced data visualization techniques, resulting in clearer and more insightful financial reports that aided management decision-making.
- Cost Optimization: Identified cost-saving opportunities through detailed analysis of expenses and budgetary allocations, leading to a 15% reduction in operational costs while maintaining service quality.

Office Assistant at University of Balochistan April 2016 to April 2017

Responsibilities:

- Assisted in the preparation and organization of departmental events, workshops, and seminars.
- Managed incoming and outgoing correspondence, including sorting and distributing mail.
- Updated and maintained departmental databases and records.
- Provided support in scheduling meetings and appointments for departmental staff.
- Coordinated with other university departments for administrative matters and interdepartmental communication.
- Assisted in the preparation of financial documents, such as budget reports and expense tracking.
- Provided support to faculty and staff with administrative tasks, including photocopying, scanning, and filing documents.

Achievements:

- Administrative Efficiency: Implemented an organized filing system for documents, resulting in a 20% reduction in time spent searching for files and improved retrieval processes.
- Event Coordination: Successfully coordinated logistics for departmental events, workshops, and seminars, ensuring seamless execution and positive feedback from participants.
- Interdepartmental Collaboration: Facilitated effective communication and collaboration between university departments by serving as a liaison for administrative matters, fostering a cohesive work environment.

SKILLS:

- MS Excel
- ArcGIS
- Tableau
- MS PowerPoint
- MS Word
- Effective Communication
- Data Analysis
- Data Quality Management
- Organizational Behavior and Management
- Logistics Management
- Inventory Control
- Procurement
- Supply Chain Coordination
- Quality Control and Management
- Transportation Management
- Work effectively both as team member and independently.
- Problem-solving.
- Customer relationship Management
- Hard worker, flexibility and fast learner.
- Good analytical and writing skills.
- Ability to manage conflicts and resolve problems effectively
- Leadership skills including team building
- Human Resource Management
- Training and Development
- Regulatory Compliance
- Risk Management
- Software Proficiency
- Demand Forecasting
- Warehouse Management
- Route Optimization
- Environmental Sustainability

SEMESTER PROJECTS:

- School Management System in Excel.
- Web Page Design.
- Inverter (Binary to Digital).

CERTIFICATES AND WORKSHOPS:

- UNICEF and PEOC (**Advance Data Analytics in (Quantum GIS and Power BI)**)
- PERAL (Promoting Education Activities & Resource Link) **ASP.NET**.
- ORACLE UNIVERSITY: **Oracle Database 11g Administration Workshop**.
- BITE (Balochistan Institute of Technical Education): **MS Office, Computer Hardware**.
- APTECH: **C#.NET, MS SQL**.
- CODE (Centre of Development & Excellence): **Workshop Unity 3D**.

HONORS AND REWARDS:

- Prime Minister Laptop (May 2017).
- Chief Minister ICT Initiative (June 2016).
- Achievement Award for Best Performance 2021 and 2022 from Chip Training & Consulting.

REFERENCES:

Available upon request.