**To: Director,**

**Micro Merger**

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**Applying for.**

**Data Analyst**

Date: 13th, April, 2022

**Honorable sir,**

This is reference for the vacancy announcement at **mm. xpertjobs.pk** for the **position of data analyst**. **I** feel confident to meet the requirements of the job for the position I am applying. Because I am full conversant with data entering, data verification, data validation quantitative and qualitative.

I have been working at **Micro Merger** **MCTDB** at data support center QUETTA as **Senior Data Entry Operator from last 5 years. Current position is DMO.**

I have done **MA Political Science** with other technical courses and diploma such as **DBM** Diploma in Business and Management and Certification in office management and have certification in Micro Soft Office. I have extensive and practical experiences in eras of **Office management.**

I am pretty well conversant **Missed Child Tracking Data Base** and know about how to work quantitative and qualitative and so does its verification and validation.

I know how to write business letters, Memos, official letters.

I am pretty conversant with official letters as because I have done diploma management and cortication in office management.

I would like to briefly introduce myself through data attached to this letter and hope to be considered as a potential candidate for the aforementioned position and a meeting between us would be mutually beneficial.

I prove myself-trusted in resume and appreciate you taking time to review my C.V which more fully details my qualification, work experience, general objectives & knowledge's and technical educations. I will be much appreciated if you could kindly consider me as a candidate for interview and looking forward to meeting mutually convenient time.

You can also contact me by

**E-mail**

[**Kamaluddin.dsc@gmail.com**](mailto:Kamaluddin.dsc@gmail.com)

**Contact No, 03083743169 WhatsApp 03063735398**

Thank you very much for your consideration in this regard,

**Sincerely yours**,

**Kamaluddin**

**CURRICULUM VITAE**

Kamal Uddin /s/o Pir Gul

**Kamaluddin.dsc@gmail.com**

**Contact No, 03083743169**

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| **ERSONAL INFORMATION** | | Nationality: Pakistani  Date of Birth December 8th, 1981, Quetta  Marital Status: single  Address Quetta  CNIC No. 54400-0365039-1  Total Experience 6 years |
| **Qualification**  **Certification**  **Experience**    **Responsibilities**  **Experience**    **Responsibilities**  **Strong Points**  **Achievements**  **Languages**  **References** | **Have Done:**  **MA Political Science**  **(2nd Division)**  **Subjects:**  World Affairs, Human Rights, International Law, Functional English, International Economics Relations, Research Methodology, Comparative Politics and Political System, Muslim Political Concepts and Institutions, Ancient and Modern Political Thoughts, Government and Politics in Pakistan, Public Administration in Pakistan, Local Government in Pakistan.  **BA, Bachelor of Arts (2nd Division)**  **Subjects:**  English, Sociology, Political Science, Pashto, Islamic Education, Pakistan Studies.  **F,A (2nd Division**)  From Board of Intermediate and Secondary Education Quetta  **Subjects**:  English, Urdu, Pashto, Islamic Education, Pakistan Studies, Civics  **Matriculation (2nd Division)**  From the Board of Intermediate and Secondary Education Quetta  **Subjects:**  English, Urdu, Islamiat, Pakistan Studies, Physics, Chemistry, Biology Elective Math   * **Diploma in Business Management** **(C Grad)** from Pearl institute of Management and IT covering these subjects Statistics for Business * Marketing and Advertising * Personality Development * Computer Application * Financial Management/Cost Accounting * HRM (HUMAN RESOURCE MANAGEMENT) * MIS (MANAGEMENT INFORMATION SYSTEM) * Economics for Business   **Office Management (c” Grad) from pearl institute Quetta**   * Office Management/Organization Behavior * Business Communication * Business Accounting * Business Management * MS-Project   **Micro Soft Office**: from Pak I.T Quetta  MS Word, MS Excel, MS Power Point, MS Access, Internet Using, Adobe Photo Shop and Hardware.  **TOEFL**  (Test of English as a foreign language. Preparation from IRC International Resource Council Quetta  **Advance in English language**  From IRC International Resource Council  **Working** at **MCTTB** Missed Child Tracking Data Base 2nd Feb 2016 up to now 2021 at **Micro Merger (DSC) QUETTA**.  Entering data at MCTDB data base and having responsibilities after Polio campaign verification and validation data as well.  **Worked as Supervisor at 11A Polio Eradication Program from May 2015 to Jan 2016.**  Receiving daily reports during Polio campaign from **CHW’s** Community Health Worker.  Directing them their daily bases tasks and ensuring that they are fulfilling their work according to each micro planed areas. Sending the reports to related union council concern union council officer.  Good Communication skills.  Leadership qualities.  Capable leader / motivator and to manage personal and staff in high pressure environment  Self-motivated and have the ability to work as a team player as well as independently.  Ability to work under pressure with tight schedule and multiple tasks.  Creative mind.  Can speak English, Pashto, and Urdu fluently and equally good at w  written expression as well. Understand Persian and can translate it.  Reference can provide in the base of require  **Communication and Reporting officer**  **DSC Quetta.**  **Muhammad Wasif Atta quetta**  **Provincial Manager Shazia Jamil** | |
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