



KAMRAN KHAN

Detail-oriented and results-driven professional with a Bachelor of Science (Hons) in Agriculture, specializing in Plant Breeding and Genetics. Demonstrated expertise in data management and quality assurance, ensuring meticulous accuracy and integrity across organizational databases. Proven track record of optimizing data entry and verification processes to support informed decision-making. Experienced in coordinating office operations and facilitating seamless communication among stakeholders. Adept at implementing innovative solutions to enhance efficiency and drive organizational objectives.

Contact

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Permanent Address

Awaran, Balochistan

Current Address

Quetta, Balochistan

Education

2013-2017

Bachelor of Science (Hons) in Agriculture - Plant Breeding and Genetics

Lasbela University of Agriculture Water and Marine Sciences, Uthal
CGPA: 3.68/4

2010-2011

Intermediate in Pre-Medical

Al-Hijrah Residential School & College Jinnah Campus, Ziarat
Marks: 610/1100

2009-2010

Matric

Al-Hijrah Residential School & College Jinnah Campus, Ziarat
Marks: 628/1050

Experience

July 2023 – September 2023

Data Quality Officer at Micro Merger (Pvt) Ltd.

Job Responsibilities:

- Ensured database integrity through meticulous data entry and verification processes, guaranteeing accurate information for organizational decision-making.
- Demonstrated commitment to punctuality and attendance, contributing to a professional work environment conducive to productivity and collaboration.
- Efficiently managed computer equipment to support daily operations and promptly communicated leave requests to supervisors, ensuring seamless workflow continuity.
- Conducted regular data verification tasks to identify and rectify errors promptly, upholding data accuracy standards.
- Provided support for additional data compilation tasks as required, showcasing flexibility and a proactive approach to meeting organizational needs.

June 2022 – June 2023

Data Management Officer at Micro Merger (Pvt) Ltd.

Job Responsibilities:

- Diligently conducted data entry and verification, consistently adhering to the highest standards of precision and confidentiality to ensure the accuracy and integrity of organizational data.
- Expertly organized, securely stored, and systematically analyzed organizational data, prioritizing data security and confidentiality to maintain the highest levels of privacy and compliance.
- Implemented robust data management protocols to safeguard sensitive information and mitigate risks associated with data breaches.
- Collaborated with cross-functional teams to streamline data collection processes and optimize data storage infrastructure for enhanced efficiency.
- Proactively identified opportunities for process improvement and implemented innovative solutions to enhance data management practices and support organizational objectives.

2021-2022

Office Coordinator at Al-Hijrah Alumni Pakistan

Job Responsibilities:

- Served as a vital liaison between administration, students, alumni, and volunteer organizations, facilitating communication and collaboration to achieve organizational goals.
- Coordinated office visits and provided essential information to delegates, ensuring a welcoming and informative experience for visitors.
- Presented organizational activities to community and volunteer groups, effectively increasing engagement and participation in alumni initiatives.
- Collaborated with stakeholders to identify volunteer service needs, optimizing resource allocation and enhancing operational efficiency.

Skills

- ♦ Data Management
- ♦ Quality Assurance
- ♦ Communication Skills
- ♦ Problem-solving
- ♦ Project Management
- ♦ Resource Allocation
- ♦ Budget Management
- ♦ Risk Management
- ♦ Vendor Negotiation
- ♦ Contract Management
- ♦ Schedule Planning
- ♦ Team Collaboration
- ♦ Process Improvement
- ♦ Decision-making
- ♦ Time Management
- ♦ Attention to Detail
- ♦ Adaptability
- ♦ Leadership Skills
- ♦ Analytical Thinking
- ♦ Task Prioritization

Languages

- ♦ English
- ♦ Urdu
- ♦ Baloch

- Successfully developed and managed the Alumni Database, implementing strategies to enhance alumni engagement and strengthen relationships within the alumni community.
- Managed and orchestrated co-curricular activities and events, fostering student engagement and promoting community involvement in line with organizational objectives.

Achievements

- ♦ Awarded the USAID Scholarship for academic excellence at Lasbela University of Agriculture Water Marine Sciences Uthal, Balochistan recognizing outstanding scholastic performance and achievement.
- ♦ Recognized and presented with a laptop as part of the Prime Minister's Scheme, in appreciation of notable contributions and achievements.
- ♦ Successfully completed all modules of a comprehensive career-planning workshop, further honing skills and readiness for the professional arena.

References

Will be furnished upon request.