MUHAMMAD SADIQ

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**Profile as a Data Analyst with 6 Years of Analysis Experience**

**Summary of Experience:** A dedicated and committed professional with more than 6 years of experience managing multiple tasks simultaneously. Extensive experience managing large scale projects from the requirements gathering phase to completion. Highly skilled in tracking details, communicating deadlines, and following up with internal and external personnel to ensure on-time completion. Ability and interest in learning and incorporating new technology. Consistently receive -positive feedback from managers, supervisors and co-workers. I have worked with different organizations, National International.

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Projects **UN WFP FFA -Cash Livelihood Project-Upper Dir**

*Disbursement Food (15 Thousand Family & Cash 20 Thousand Family)*

*Employer: WFP,**Secours Islamique France-SIF, Upper Dir., Pakistan.*

**UN WFP FFA 2-Cash Livelihood Project-Orakzai**

*Disbursement Food (14 Thousand Family & Cash 25 Thousand Family)*

*Employer: WFP,**Secours Islamique France-SIF,Orakzai., Pakistan,*

**COVID-19 integrated emergency support**

*Funded by ACTED Islamabad PK, Employer: (IP KWH)*

**Livelihood Project-Peshawar**

*Funded by Oxfam GB, Employer: ACTED Islamabad PK*

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Work history **1. Data Analyst officer (Upper Dir, Orakzai & Peshawar)**

Secours Islamique France (SIF)

May 2021 – till date

Key responsibilities:

* Develop, implement, and maintain leading-edge analytic systems, taking complicated problems and building simple frameworks
* Identify trends and opportunities for growth through analysis of complex data sets
* Evaluate organizational methods and provide source-to-target mappings and information-model specification documents for data sets
* Create best-practice reports based on data mining, analysis, and visualization
* Evaluate internal systems for efficiency, problems, and inaccuracies, developing and maintaining protocols for handling, processing, and cleaning data
* Work directly with management and users to gather requirements, provide status updates, and build relationships

Work history **2. Database Assistant**

COVID-19 integrated emergency support to vulnerable communities in Districts Peshawar

Oct 2020 – March 2021

Key responsibilities:

* Reviewed and update records on a regular basis to ensure accuracy and integrity of data.
* Maintained confidentiality and meet Data Protection
* Reviewed the data/ evidences and provided the evidences to Provincial M&E Coordinator/Officer well in time.
* Reviewed M&E IS data with MoVs & timely shared discrepancy with district teams.
* Provided support to arrange in-house orientation to district staff on upcoming data collection surveys and studies
* Share data only with the authorized staff within the organization.
* Performed data collection, data cleaning and data consolidation related to project activities as well as direct and indirect beneficiaries.
* Ensured quality data processing and identifying and addressing issues with gathered data.
* Liaise with the MER and program teams in the field and provide technical and procedural assistance where required.
* Possessed ability to manage data entry and analysis process and to maintain beneficiaries’ dashboard in the field to meet mandatory project deadlines.
* Responded to information requested from Country Office
* Possessed strong skills to work on database tools especially on MS ACCESS, MS Excel
* Knowledge and expertise in Pivot tables
* Any other tasks assigned by the Project Manager.

Work history **3. Database Officer (Peshawar)**

ACTED, Livelihood and WASH Project, July 2019 to December 2019

Work history **4. Database Officer (Peshawar,Bannu)**

IDPs Project Bannu Camp, June 2015 to December 2016

Work history **5. Database Officer (Peshawar)**

ACTED, Livelihood and WASH Project, Feb 2011 to Aug 2014

Work history **5. Database Officer (Peshawar)**

Jamali Corporation Pharmaceutical Distribution, Jan 2007 to Dec 2008

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* Qualifications **MA** (International Relation**)** University of Peshawar.

**B.A University** of Peshawar

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Skills Competent Microsoft Office user (Word, Excel, PowerPoint), worked on different MIS.

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Trainings & Additional Qualification:

* Certification (Computer Networking & Hardware) from Computer Science Institute of Peshawar
  + - Certificate of AUTO CAD 2D & 3D from Skill Development Council (SDC)
    - Two days Training Workshop WASH in Emergence Project Funded by UNICEF Peshawar.
    - One Day Training Workshop Confine Masonry with R&R Project Mansehra Funded by PPAF.

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Personal Info Father’s Name: Muhammad Sabir

Date of Birth: 20/04/1987

CNIC No: 0334-9202657

Passport No: KK5467091

Marital status: Married

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References **Marjan Ali, Senior District Engineer, IMC Worldwide Ltd**

Email: alimarjan2@gmail.com Contact: +92 333 4952756

**Aman Ullah , Enterprises Development Officer,Secoure Islamique France,**

**District Upper Dir**

Email:amanyaseen22@gmail.com Contact: +92 345 9349812