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|  | **MUHAMMAD SHAMREEZ SHAH**  **Contact #** ***03327870944 / 03178897014***  **Email Address:** [*shamrezshah147@gmail.com*](mailto:shamrezshah147@gmail.com)  **Address:** ***House#44-B,Gulshan E Azam Scheme, Nawa Killi Bypass Quetta*** |
| To leverage my seven years of experience as an Analytical Data Management Specialist, specializing in managing complex and evolving datasets within sophisticated systems, while also utilizing my statistical expertise and collaborative approach to data management system design and usability validation. I am dedicated to creatively troubleshooting chronic deficiencies and contributing to enduring solutions. Additionally, my experience as a critical staff member during the COVID-19 pandemic in the Provisional Emergency Operation Center (PEOC) has honed my ability to excel under pressure and adapt to evolving challenges. Currently working as an Admin and Logistic Officer, I am committed to furthering my career in a dynamic and impactful environment. Education:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | BOARD | INSTITUTION | DEGREE | MARKS OBTAIN | TOTAL MARKS | GRADE/ DIVISION | | *HEC* | ***BUITEMS*** | ***BS (Electronics engineering)*** | ***2.74*** | ***4.00*** | ***69%*** | | *FBISE* | ***PAF College Quetta*** | ***ICS*** | ***588*** | ***1100*** | ***55%*** | | *FBISE* | ***FG School Quetta*** | ***Matriculation*** | ***467*** | ***850*** | ***56%*** |  Experiences: ***24th May 2022 –19tH January 31, 2024***  ***Data Assistant/Data Support Officer******• Deputy Commissioner Office, District Emergency Operation Cell (DEOC), Quetta***  ***•*** [***Chip Training & Consulting – CTC (Private Limited).***](http://www.ctc.org.pk/)  ***Responsibilities:******Major Tasks:***   * *Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.* * *Follow – up with UC staff for submission of data for reports.* * *Monitor and follow-up with UC staff on regular data upload on polio info database.* * *Maintain datasets of assigned UCs in district.* * *UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.* * *Collate and analyses campaign data, monitor feedback from UCOs and generate daily Reports, Field Staff monitoring updates during campaigns.* * *Guide and train Field staff (CHW, AS, UCDOs, UC Leads) on reporting tools.* * *Ensure timely submission of periodic reports including 30 HH cluster survey / detail epidemiological investigation form for urgent AFP and polio cases.* * *Analyses data of dashboard indicators with UC wise feedback to the UCO and SMs.* * *Generate and share extended catch up coverage report from DSC dataset with the concerned DPCR. Collate and relay CCPV dataset as per DSC SOP.*   ***Key Performance Indicators:***   * *Timely submission of CCPV UC data to data support center and provincial team.* * *# of spot checks carried out on missed children and child registration logbooks.* * *Number of UC / community level staff provided supportive supervision in data recording on the reporting tools* * *Mentored employees through personal and professional issues.*   ***24th November 2015 – 30th December 2021*** ***Data Analyst / Team Lead***  ***•*** ***Data Support Centre, Micro Merger (Pvt.) Ltd*** ***Responsibilities:***   * *Responsible for the Provincial Office* * *Having a team of* ***75*** *employees.* * *Responsible for Data analysis and Generate the Comprehensive and optimize report using Data Analysis skills.* * *Efficient use of MCTB (missed Children Tracking Data base) and share the Reports to District Coordinators and focal Person that help in decision making.* * *Workload distribution* * *Generate the list of Missed Children and correct the spelling and required fields entered by DEOs.* * *Keep close communication with Data Support Officers and field staff for timely receiving data from field.* * *Maintain and update reports on time required by District coordinators.* * *Analyze and resolve technical and application problems* * *Provide technical leadership to teammates through coaching and mentorship* * *Guide team efforts towards successful project delivery* * *Responsible for the data entry of Assigned to DEO’s.* * *Verify the Follow ups assigned to DEO’s.* * *Making a PMC List.* * *Other task assigned by District Coordinator/Focal Person.*   ***1st January 2022 – 24th May 2022***  ***Assistant Manager Parts Department***  ***• Toyota Quetta Motors Private Limited******Responsibilities:***   * *General ledger operations.* * *Bills (NLC) and Custom Clearing.* * *Prepares asset, liability, and capital account entries by compiling and analyzing account information.* * *Documents financial transactions by entering account information.* * *Recommends financial actions by analyzing accounting options* * *Maintains accounting controls by preparing and recommending policies and procedures* * *Secures financial information by completing data base backups.* * *Prepares payments by verifying documentation, and requesting disbursements.* * *Answers accounting procedure questions by researching and interpreting accounting policy and regulations.* * *Calculating and checking to make sure payments, amounts and records are correct.* * *Accounting related works such us Bank Transaction Deposit (Cash, Cheque, T/T)* * *Other office related work as per request.*  Skills:  * *Inventory 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* * *MS-EXCEL* * *Arc GIS* * *Quantum GIS* * *TABLEAU* * *Power Bi* * *MS-POWER POINT* * *MS-WORD* * *Data Analysis* * *Data Quality Management*  Certificate and Workshops:  * **NAVTTC (National Vocational Technical Training Commission)** *MS Office, Computer Hardware.* * **MHI (Muslim Hands Informatics)** *CCNA , Basic Networking & Protocols* * **Refresher Training**   *Power Bi , Arc GIS* References: **Mamoon Kasi** **(Provincial Data Officer- (CTC))**  *Provincial Emergency Operation Cell, PEOC office* ***Contact No: 03455009663***  **Muhammad Haris** **(District Data Risk Assessment Officer- (CTC)**  *District Emergency Operation Cell, DC office.* ***Contact No: 03455006034***  **Muhammad Arsalan (District Coordinator)**  *Data Support Centre, Micro Merger Pvt Ltd.* ***Contact No: 03318362054***  **Sikandar Khan (Manager Parts)**  *Toyota Quetta Motors.* ***Contact No: 03138014466*** |