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MOHAMMAD OSAMA HASSAN

DATA MANAGEMENT OFFICER, DATA ASSISTANT, DATA ANALYST

"With over six years of experience in data management and analytics, I have honed my skills in collecting, organizing, and analyzing data to provide insights and solutions to various challenges. In my previous role, I collaborated with partner staff from WHO and UNICEF in the Polio Program, demonstrating my ability to work effectively in a team and contribute to impactful projects. I am now seeking a Data Analyst position in a forward-thinking organization where I can continue to leverage my expertise and contribute to data-driven decision-making"

SKILLS

- **DATA ANALYSIS & VISUALISATION**
- **ADVANCE EXCEL & POWERPOINT**
- **TEAM MANAEMENT & COMMUNICATION**
- **GOOGLE SHEETS & SURVEY FORMS**
- **DATA MANAGEMENT**
- **FAMILIARITY WITH THE OPERATIONAL FRAMEWORKS OF UNITED NATIONS AGENCIES, WHO & GOVT BODIES IN THE CONTEXT OF POLIO ERADICATION PROGRAMS**

EDUCATION

**BACHELORS OF COMMERCE
UNIVERSITY OF KARACHI
2004- 2008**

LANGUAGE

ENGLISH & URDU

EXPERIENCE

Dec 2023-
NOW

MERCHANT ACQUIRER BANK ALFALAH

- Define business and commercial requirements for acquiring products and complete business cases for commercial sign-off and prioritization.
- Drive the implementation of acquiring product enhancements and new product rollouts.
- As a Merchant acquisition officer, I am responsible for acquire and maintain Merchant's relationships to ensure continual growth and sales target.,

Nov 2021-
Nov 2023

SENIOR DATA MANAGEMENT OFFICER PARAGON DEVELOPERS

- Update all the clients' monthly instalments along with their client's profile for property.
- Reconciling the payments and interact with accounts department.
- Verify the payments of clients through Bank MIS.

Nov 2020-
Nov 2021

FACTORY SUPERVISOR SAYA INDUSTRIES

- Looking after the Copper Packaging factory.
- Collaborate with labor staff and keep the record of the entire inventory.
- Reviewed documentation such as invoices and shipping paperwork for accuracy & compliance.
- Oversaw loading and unloading of packages in warehouse.

DEC 2015-
MAY 2020

**DATA SUPPORT OFFICER
UNICEF C/O XCELSIOR CONSULTING
PVT. LTD.**

COVID-19 OUTBREAK

- Working with WHO, UNICEF & Govt. of Sindh as Partner Staff on All Positive Cases of District Level.
- Update COVID-19 Data on HMS (Hospital Management System) Dashboard, Govt. of Sindh.
- Analyzing data trend for risk communication reports.

EPI & POLIO OPERATION

- Provide all kind of Data Support to EOC Sindh, District & Town level.
- Analyzed the data by different methods on MS Excel.
- Prepared power point presentations and send it to higher ups.-
- Handled dashboards and worked on Google sheets.
- Responsible for data tracking, finding all the gaps.

JULY 2013-
OCT 2015

**ADMINISTRATION EXECUTIVE
KAZIM ANWAR TRUST (NGO)**

- Responsible for making office staff salary, insurance card and medical.
- Handled office Petty cash and interlinked with Finance department.
- Responsible for office supplies and office maintenance.

Nov 2010-
Nov 2012

**PHONE BANKING OFFICER
STANDARD CHARTERED BANK**

- Worked in an inbound call center.
- Responsible for all the maintenance via call credit card payments, pay order request, cheque stops and balance inquiry.
- Completing the given monthly targets to improve the performances.

MAY 2006-
SEP 2008

**LEAD BARISTA - SHIFT
INCHARGE
COSTA COFFEE PAKISTAN**

- Responsible for Customer service for dine-in & takeaways.
- Handling cash counter, clearing tables, orders placing and served alongside.
- Prepared inventory sheets, food demand orders, assisting audit & finance department.-
- Maintain petty cash on weekly basis and administration expenses.
- Also awarded Employee of the month in Costa Coffee for the best performer.