MUHAMMAD FAWAD

Cell No   :   03349298726

Email: fawadm314@gmail.com

Home address: Uc azkhel payan district Nowshera, KPK

Certifications

Excel Skills for Business Specialization

Link here

DATA ANALYTICS AND BUSINESS INTELLIGENCE

Link here

COMMUNICATION AND SOFT SKILLS

Link here

Skills

- Excel
- Power bi
- Tableau
- Data analysis
- Coral draw
- SQL
- R language

Languages

- English
- Urdu
- Pashto

Summary

I have more than 12 years' experience in PEI/EPI polio eradication initiative program in Pakistan. I did my master's degree in computer science. In my previous roles, I have demonstrated expertise in data analysis and updating polio data in excel sheet, analyzing campaign data at district and union council levels, and providing full administrative support. I am skilled in handling multiple tasks simultaneously, identifying and solving problems, and ensuring timely and accurate data management. My proficiency in modern electronic data collection software, data analysis, data visualizations tools tableau and power bi Microsoft Office applications, including Excel, Word, and PowerPoint, has allowed me to effectively contribute to program strategies and deliver high-quality results.

Experience

Date   27th November 2011 till to date
Designation: UCPO (Union Council Polio Officer)
Program/Project: PEI (polio Eradication Initiative) to eradicate polio virus from Pakistan
Previous Organization: United Nation (UN), World Health Organization (WHO).
Current organization: CHIP TRAINING & CONSULTING (CTC)

Major Responsibilities:

1. Monitoring: - Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO
2. Preparation computerized micro plan using excel spreadsheet using excel formulas and pivot table.
3. For urdu writing using in page to write helmets and mohalls in operational plan of micro plan.
4. For route maps and area maps of micro plan using coral draw to prepare beautiful maps.
5. Micro-planning: - Assist in preparation and updating SIA micro-plans.
6. Data collection: and analysis: - Collect and collate the tally sheet data from the area of responsibility on daily basis.
7. Ensure proper implementation of SIAs with special attention to hard-to-reach areas and under- served high risk populations.
8. Attend the daily evening review meeting at UC level for every SIAs and record the findings/observations for corrective action on the following day of the campaign.

Education:

- **M.Sc COMPUTER SCIENCE (2008 -2010)** from University of Peshawar,