

MUHAMMAD MOHIB NASIR

As a professional data analyst with 8 years of experience in data analysis, my expertise lies in data management, including data collection, cleaning, integration, and analysis. I am proficient in using various tools and software such as MS Office, MS Excel, Google Sheets, and Google Data Studio to extract insights and provide data-driven solutions to complex business problems.

I have a keen eye for detail and have developed excellent analytical skills throughout my career. I am well-versed in data visualization techniques and can effectively present data in a visually appealing and easy-to-understand manner. My strong communication skills allow me to collaborate effectively with cross-functional teams and stakeholders to ensure the accuracy and integrity of data.

Overall, I am a dedicated and results-driven data analyst who is committed to delivering high-quality data management solutions to drive business growth and success.



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WORK EXPERIENCE

PROFESSIONAL EMPLOYERS PVT LTD



Project: Polio Eradication Program (UNICEF Funded ComNet Project)

Location: Provincial EOC FATA Secretariat, Peshawar

Designation: Provincial Data Officer (PDO COMNet)

Tenure: 21st Aug, 2023 – Present

Responsibilities:

- Provide overall support on management, maintenance and review of the current data flow and information systems in COMNET implementing district of Khyber Pakhtunkhwa. Develop procedural documentation to support efficient, high quality data collection from the field.
- Develop and maintain mechanisms for timely and accurate activity data reports, to meet the requirements for COMNET Implementations and share with concerned stakeholders- EOC and UNICEF.
- Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats. Coordinate with third party monitors to ensure all data collected from the field in time. Prepare Comparative analysis of vaccination coverage, missed children and other necessary structures.
- Provide field based orientation to Data Support Officers and COMNET field staff about reporting formats, data flow and recording systems and COMNET documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.
- Support EOC and UNICEF in gathering of the specific Data, Compilation, Analysis and onward sharing.
- Coordinate with Data Support Center, COMNET and COMNet Staff, EOC Information Management Focal Persons of EOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available.
- Analyze data, prepare campaign analytical reports in time and share with EOC and UNICEF.



PERSONAL

INFORMATIONAL

Father Name:

Muhammad Nasir Elahi

Date of Birth:

5-April-1994

Domicile:

KPK, Peshawar

Nationality:

Pakistani

NIC #

17301-9163313-7

- Spot check missed children logbook and child registration logbook of the assigned district
- Undertake duties as assigned by the respective supervisors.

PROFESSIONAL EMPLOYERS PVT LTD



Project: Polio Eradication Program (UNICEF Funded ComNet Project)

Location: District EOC Deputy Commissioner Office, Peshawar

Designation: Data Support Officer (DSO)

Tenure: July, 2023 – 20th Aug, 2023

Responsibilities:

- Provide overall support on management, maintenance and review of the current data flow and information systems in CBV/ComNet implementing district. Develop procedural documentation to support efficient, high quality data collection from the field.
- Develop and maintain mechanisms for timely and accurate submission of data from UC and Area level staff of campaign data to Data Support Centre (DSC) and DPCR, IDIMS.
- Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools).
- Coordinate with DSC to ensure all data is received from the field on time.
 - Prepare comparative analysis of vaccination coverage, missed children and other trend analysis. Generate daily coverage and monitoring feedback reports during the campaign cycle.
- Provide field-based orientation to UCOOs and CBV/SMT/ComNet field staff about reporting formats, data flow and recording systems and ComNet/CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.
- Analyze UC data on agreed indicators and share the report with relevant UCOOs and ASs.
- Support DEOC and UNICEF in gathering of the specific data, compilation, analysis and onward sharing.
 - Generate reports on CE / Communication activities in close coordination with UCO Communications and Communication Support Officers (seconded at DEOC/PCR).
- Coordinate with Data Support Centre, CBV/SMT and COMNet Staff, D& PEOC Information Management Focal Persons of D&PEOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available.
- Ensure the DSC and IDIMS datasets are aligned. Compilation forms to be signed off by the incumbent of the assigned union councils prior to sharing it with DSC and DEOC.
- Analyze data, prepare campaign analytical reports in time and share with DPCR and UNICEF.
- Spot check missed children logbook, communication / CE data and child registration logbook of the assigned district and union councils.
- Maintain social profile data of polio cases reported
- Undertake duties as assigned by the respective supervisors.



EDUCATION

Masters of Business Administration

from Peshawar City Institute of Modern Science (UOP) **2021**

Bachelor of Arts from Government College Peshawar (UOP) **2014**

Faculty of Arts (Humanities) from Islamia College Peshawar (BISEP) **2012**

Secondary School Certificate from Saint Mary's High Peshawar (BISEP) **2010**



TECHNICAL QUALIFICATION

One-year Diploma I.T (2017)
from
Oriental Degree College,
(KPBTE)

Project: Polio Eradication Program (UNICEF Funded Project)

Location: District EOC Deputy Commissioner Office, Peshawar

Designation: Tehsil Data Usage and Risk Assessment Officer (TDURAO)

Tenure: April, 2021 – June, 2023

Responsibilities:

- Provide overall support on management, maintenance and review of the current data flow and information systems in CBV implementing district. Develop procedural documentation to support efficient, high quality data collection from the field.
- Develop and maintain mechanisms for timely and accurate submission of data from UC and Area level staff of campaign data to Data Support Centre (DSC) and DPCR, IDIMS.
- Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools).
- Coordinate with DSC to ensure all data is received from the field on time. ▫ Prepare comparative analysis of vaccination coverage, missed children and other trend analysis. Generate daily coverage and monitoring feedback reports during the campaign cycle.
- Provide field-based orientation to UCOOs and CBV/SMT field staff about reporting formats, data flow and recording systems and CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.
- Analyze UC data on agreed indicators and share the report with relevant UCOOs and ASs.
- Support DEOC and UNICEF in gathering of the specific data, compilation, analysis and onward sharing. ▫ Generate reports on CE / Communication activities in close coordination with UCO Communications and Communication Support Officers (seconded at DEOC/PCR).
- Coordinate with Data Support Centre, CBV/SMT and COMNet Staff, D& PEOC Information Management Focal Persons of D&PEOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available.
- Ensure the DSC and IDIMS datasets are aligned. Compilation forms to be signed off by the incumbent of the assigned union councils prior to sharing it with DSC and DEOC.
- Analyze data, prepare campaign analytical reports in time and share with DEOCPCR and UNICEF.
- Spot check missed children logbook, communication / CE data and child registration logbook of the assigned district and union councils.
- Maintain social profile data of polio cases reported
- Undertake duties as assigned by the respective supervisors.



SKILLS

Networking Hardware Power Bi

MS Office (MS Word, PPT, Excel etc.)

Operating Systems ArcGIS Mapping

Tableau

Google Data Studio Dashboards

Client Handling and customer service skills.

Team working and Collaboration skills.

Analytical and problem-solving skills.

Strong Public Speaking Skills.

Effective presentation/Communication skills.

Conflict resolution and feedback acceptance.

Ability to simplify Technical problems.

Project: Polio Eradication Program (UNICEF Funded Project)

Location: District EOC Deputy Commissioner Office, Peshawar

Designation: Tehsil Data Usage and Risk Assessment Officer (TDURAO)

Tenure: Feb, 2020 – Mar, 2021

Responsibilities:

- Provide overall support on management, maintenance and review of the current data flow and information systems in CBV implementing district. Develop procedural documentation to support efficient, high quality data collection from the field.
- Develop and maintain mechanisms for timely and accurate submission of data from UC and Area level staff of campaign data to Data Support Centre (DSC) and DPCR, IDIMS.
- Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools).
- Coordinate with DSC to ensure all data is received from the field on time. ▪ Prepare comparative analysis of vaccination coverage, missed children and other trend analysis. Generate daily coverage and monitoring feedback reports during the campaign cycle.
- Provide field-based orientation to UCOOs and CBV/SMT field staff about reporting formats, data flow and recording systems and CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.
- Analyze UC data on agreed indicators and share the report with relevant UCOOs and ASs.
- Support DEOC and UNICEF in gathering of the specific data, compilation, analysis and onward sharing. ▪ Generate reports on CE / Communication activities in close coordination with UCO Communications and Communication Support Officers (seconded at DEOC/PCR).
- Coordinate with Data Support Centre, CBV/SMT and COMNet Staff, D& PEOC Information Management Focal Persons of D&PEOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available.
- Ensure the DSC and IDIMS datasets are aligned. Compilation forms to be signed off by the incumbent of the assigned union councils prior to sharing it with DSC and DEOC/DPCR
- Analyze data, prepare campaign analytical reports in time and share with DEOCPCR and UNICEF.
- Spot check missed children logbook, communication / CE data and child registration logbook of the assigned district and union councils.
- Maintain social profile data of polio cases reported
- Undertake duties as assigned by the respective supervisors.

Data Support Center (Micro merger IT Solution Pvt Ltd)



Project: Polio Eradication Program (UNICEF Funded Project)

Location: Peshawar

Designation: Data Verification Associate (DVA)

Tenure: Sep, 2015 – Jan, 2020

Responsibilities:

- Ensure in-time arrival in DSC and mark attendance and leave office by informing leads.
- Ensure professionalism while working in office premises and do not create any type of disturbance for other colleagues.
- Ensure the quality and accuracy of data entered in MCTDB.
- Maintain the log book in excel of their daily work.
- Follow the instructions given by DC/Team Lead for data verification and try to finish daily assigned work before leaving.
- Manage the computer set provided for data entry and ensure that no intentional damage to hardware or software is incurred while using it.
- Inform Office In-charge and DC for leaves and get approval.
- Sometimes they randomly have to verify that the data entered by other DEOs are correct and that in terms of spellings, number of fields or coding and all other aspects of data entry, no mistake has been done.
- Identify all mistakes, communicate to the DC as well as relevant DEO and keep a check so that such mistakes are not repeated
- Ensure that numbers of tally sheets in MCTDB are the same as per daily district report was given by DC of districts.
- Any Other task assigned by District Coordinators related to data compilation to distribute the workload.

Data Support Center (CHIP Training & Consulting Pvt Ltd)



Project: Polio Eradication Program (UNICEF Funded Project)

Location: Peshawar

Designation: Data Entry Operator

Tenure: March, 2015 – June, 2015

Responsibilities:

- Ensure in time arrival in DSC and mark attendance and leave office by informing leads.
- Ensure professionalism while working in office premises and do not create any type of disturbance for other colleagues.
- Ensure the quality and accuracy of data entered in MCTDB.
- Maintain the Log Book in excel of their daily work.
- Follow the instructions given by DC/Team Lead for entering data and try to finish daily assigned work before leaving.
- Manage the computer set provided for data entry and ensure that no intentional damage to hardware or software is incurred while using it.
- Inform Office In-charge and DC for leaves and get approval.
- Ensure that numbers of Tally Sheets in MCTDB are the same as per daily district report given by DC of districts.