

# MUHAMMAD MOHIB NASIR

With 8 years of professional experience in data analysis, I specialize in comprehensive data management, encompassing collection, cleansing, integration, and analysis. Proficient in tools such as MS Office, MS Excel, Google Sheets, and Google Data Studio, I provide data-driven solutions for complex business challenges. Possessing meticulous attention to detail, exemplary analytical skills, and effective communication, I ensure the precision and integrity of data for optimal business outcomes.



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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:** 21<sup>st</sup> Aug, 2023 – Present

#### **Responsibilities:**

- Provide comprehensive support for data management in COMNET's Khyber Pakhtunkhwa district.
- Develop procedural documentation for efficient field data collection. Coordinate with stakeholders to produce timely activity reports and campaign analyses.
- Conduct field staff orientation on data reporting and documentation standards.
- Collaborate with EOC and UNICEF, ensuring accurate data gathering, analysis, and dissemination. Undertake additional duties as assigned by 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 – 20<sup>th</sup> Aug, 2023

#### **Responsibilities:**

- Support data management in CBV/ComNet districts.
- Develop procedures for efficient field data collection.
- Ensure timely data submission to DSC and DPCR, IDIMS.
- Compile and share campaign reports.
- Coordinate with DSC, conduct field-based orientation, and analyze UC data. Support DEOC and UNICEF, ensure dataset alignment, and maintain polio case profiles.
- Undertake assigned duties.



## PERSONAL INFORMATIONAL

**Father Name:**

Muhammad Nasir Elahi

**Date of Birth:**

5-April-1994

**Domicile:**

KPK, Peshawar

**Nationality:**

Pakistani

**NIC #**

17301-9163313-7

## PROFESSIONAL EMPLOYERS PVT LTD



**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:**

- Support data management in CBV districts. Develop procedures for efficient field data collection. Ensure timely data submission to DSC and DPCR, IDIMS.
- Compile and share campaign reports, including vaccination coverage and trend analysis. Provide field-based orientation on reporting formats to UCOOs and CBV/SMT staff.
- Analyze UC data and share reports. Support DEOC and UNICEF in data gathering and report generation on CE/Communication activities.
- Coordinate with stakeholders for district and provincial-level reports. Ensure alignment of DSC and IDIMS datasets.
- Conduct spot checks on missed children's logbooks and maintain polio case profiles. Undertake assigned duties.

## CHIP Training & Consulting Pvt Ltd



**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:**

- Support data management in CBV districts. Develop procedures for efficient field data collection. Ensure timely data submission to DSC and DPCR, IDIMS.
- Compile and share campaign reports, including vaccination coverage and trend analysis. Provide field-based orientation on reporting formats to UCOOs and CBV/SMT staff.
- Analyze UC data and share reports. Support DEOC and UNICEF in data gathering and report generation on CE/Communication activities.
- Coordinate with stakeholders for district and provincial-level reports. Ensure alignment of DSC and IDIMS datasets.
- Conduct spot checks on missed children's logbooks and maintain polio case profiles. Undertake assigned duties.

## 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:**

- Punctually attend the Data Service Center (DSC), notify leads of attendance, and inform about office departure.
- Maintain professionalism, avoiding disruptions for colleagues.
- Ensure accuracy in data entry for MCTDB and maintain a daily log in Excel.
- Follow DC/Team Lead instructions for data verification and aim to complete daily tasks promptly.
- Responsibly use provided computer equipment for data entry, preventing intentional damage.



## EDUCATION

### **Masters of Business Administration**

from Peshawar City Institute of Management Sciences (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)

- Seek approval for leaves from Office In-charge and DC.
- Randomly verify correctness of data entered by other DEOs, communicate errors, and prevent recurrence.
- Verify tally sheet numbers in MCTDB align with daily district reports from DC.
- Undertake additional tasks assigned by District Coordinators to manage data compilation 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.



## 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.