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# MUHAMMAD QASIM

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Date of Birth: 18-06-2000

Address: Islamabad, Pakistan

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## PERSONAL STATEMENT

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A Confident, dynamic, and self-motivated person prepared to work in a variety of roles as required, able to lead people, digest facts, and quickly grasp complex issues.

To work in a highly motivated and professional environment by utilizing my knowledge under strong leadership. Seeking a challenging position in a reputed organization that is commensurate with my qualification, and experience and taking note of my career development.

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## Work Experience

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September 2020

- Present

**Data Analyst / Team Lead (KP/KPTD)** (Data Support Center, Islamabad)Micro Merger PVT LTD.

- Organizing, delivering, and evaluating reports as per the strategic plan.
- Generation and sharing of reports and analysis in the forms of tables, charts, and maps to UNICEF Focal Person and Project Manager generated from multiple linked or non-linked databases of the same program.
- Reporting of monthly reports and analyses to higher management and UNICEF focal personnel for further analysis and in making program and organizational decisions.
- Visualization of data insights for effectiveness, trend analysis, and storytelling and identifying areas that need attention and improvement for decision-makers.
- Miscellaneous reporting and data analysis upon request of higher authority. Narrative reporting.
- Assisted senior authority with interpreting data and compiling it in an organized manner. Gathered inputs from all divisions and validated data for reasonableness.
- Daily tasks involved extensive use of MS Excel, MS PowerPoint, and MS Word.
- Rebuilt, expanded, and improved all legacy reports using company-provided templates on a new reporting platform.
- Communication with COMNet staff.
- Assigning tasks to staff, workload distribution, and monitoring data entry of campaign data along with the performance of assigned junior staff.
- Strong grip and familiarity with multiple databases other than DSC (MCTDb) i.e., EOC, IDIMS
- Strong knowledge and understanding of reporting engines of above-mentioned databases for data collection and data analysis.

March 2022  
–Present

**Data Analyst / Team Lead** – COVID-19 project (QAQC tool, Reports & Analysis) (Data Support Center, Islamabad) Micro Merger PVT LTD

- Managing and monitoring the team of QAQC tools for cleaning, verification & removal of duplication that exists in COVID-19 data.
- Supervising the entry of Province wise situation reports of COVID-19 including cases like Suspected, Confirmed, Death, Recovered, and many others.
- Analysis of Comparison of Travel Data with IDIMS COVID-19 Data in which we identified how many positive cases were on airport flights and those tested or not tested.
- Supporting Data Analysis for Airport data.
- Province-wise analysis every week in which different types of analysis.

May 2022 –  
Present

- **Project Coordinator**, worked as the office in charge to solve employees' problems, improve operations, and provide exceptional services.
- Led a team of 50 to 60 support staff per shift by prioritizing tasks and assigning duties.
- Devoted Special emphasis to punctuality and attendance record, consistently arriving to work ready to start immediately.
- Maintained office services by organizing office operations and procedures, preparing payrolls, controlling correspondence, designing the filing system reviewing and approving supply requisitions, and assigning & monitoring clerical functions.

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## Education

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In progress	Graduation BBA From the Virtual University of Pakistan (Online, InProgress)
2014 - 2016	Intermediate Punjab Group of Colleges I.Com (Computer, Business Mathematics, Statistics)
2012- 2014	Matriculation KIPS (Physics, Chemistry, Biology)

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## Training

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Prevention of Sexual Exploitation and Abuse (PSEA)

UNICEF Agora (2019 & 2020). Online Course at UNICEF Agora

Communication for Immunization (2022 & 2023)

C4D Course certificate - Communications for Development (2022 & 2023)

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## Skills

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### Specialized/Technical Skills

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#### Data Management

- Data Analysis
- Data Mining
- Data Quality Assessment
- Visualization of Data Insights

#### Tools & Languages

- MS Office
- (Advanced)SPSS
- ArcGIS Mapping
- AI Adobe Illustrator

### Soft Skills

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- Leadership
- Team Player
- Flexibility
- Problem-Solving Skills
- Creative Thinking
- Decision Making
- Efficiency
- Documentation and Report Writing
- Communication Skills

### Databases (MIS) for Polio Eradication Initiative

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- MCTDb: Missed Children Tracking Database, (DSC)
- Vaccine Stock: Vaccine Management Database System, (DSC)
- NEOC Database: National Emergency Operation Center
- IDIMS: Integrated Disease Information Management System
- Polio Info Pakistan: COMNet Dashboard and Databa

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## Value

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- Passion
- Commitment
- Honesty
- Motivation
- Innovative and Optimistic

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## Interest – Hobbies, Passions

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- Hiking
- Photography
- Horse Riding
- Cricket
- Socializing with friends