MUHAMMAD QASIM

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Date of Birth: 18-06-2000 Address: Islamabad, Pakistan

# PERSONAL STATEMENT

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 qualifications, and experience and taking note of my career development.

# Work Experience

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.

# Education

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| --- | --- |
| 2016-2020  2014 - 2016 | Graduation  BBA From the Virtual University of Pakistan (In Progress)  Intermediate  Punjab Group of Colleges  I.Com (Computer, Business Mathematics, Statistics) |
| 2012- 2014 | Matriculation KIPS  (Physics, Chemistry, Biology) |

Training

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)

# Skills

Specialized/Technical Skills

Data Management

Data Analysis Data Mining

Data Quality Assessment Visualization of Data Insights

Tools & Languages

Databases (MIS) for Polio Eradication Initiative

* 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 Database

MS Office (Advanced)SPSS ArcGIS Mapping

I Adobe Illustrator

Soft Skills

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

# Value

* + Passion
  + Commitment
  + Honesty
  + Motivation
  + Innovative and Optimistic

# Interest – Hobbies, Passions

* + Hiking
  + Photography
  + Horse Riding
  + Cricket
  + Socializing with friends