Muhammad Shaaban

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| Objective | Seeking a dynamic role within an organization to contribute to its success and help achieve its vision, mission, and goals by leveraging my experience, skills, and dedication. |
| Others Course | * One Year DIT Diploma Course of computer S.B.T.E Karachi Sindh
* Six Month short course of computer “B” Grade from T.C.C. Shikarpur
* One Year English Typewriting course. 48 W.P.M. (From S.B.T.E. Karachi)
* Internet Browser E- Mail’s
* Sindh Typing WPM 25 + Urdu Typing WPM 25
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| **Designation****Organization****Department****Objective 1****Objective 2****Objective 3****Objective 4****Objective 5****Objective 6****Objective 7****Objective 8****Objective 9** | **Experience** |
| **Data Entry Operator**Aga Khan University Hospital KarachiUniversity Hospital Karachi (Clinical Trial Unit) KarachiProject: HCV (Hepatitis "C")Responsibilities:* Working on Redcap software, a web-based application developed by Vanderbilt University for capturing data for clinical research and creating a database.
* Performing data collection and entry activities into the mission database, recording all relevant documents and demographic data on field activities, and ensuring data quality and reliability according to database protocols.
* Maintaining confidentiality while producing appropriate and updated documents.
* Entering epidemiological information into select database programs and generating appropriate reports for project development purposes.
* Ensuring that all entered data has been authorized and that proper documentation has been received.
* Ensuring accuracy and completeness of all data collected and entered into databases.
* Following up on quality control queries of the database, identifying data entry errors, and making corrections.
* Reporting any anomalies in the database to the supervisor immediately.
* Assisting in the compilation and preparation of regular reports and providing detailed information to medical and laboratory teams on a weekly and monthly basis, as per patient treatment requirements.

Data Entry Operator at Aga Khan University Hospital (AKUH) Responsibilities (On Field):* Conducting door-to-door visits for HCV screening.

Performing rapid tests using HCV kits and collecting samples if participants test positive.* Reporting field activities to the Senior Research Coordinator.
* Motivating participants at the time of enrollment.
* Filing participants' forms and obtaining signed consent forms.
* Assisting senior staff in work planning and conducting door-to-door surveys.
* Creating awareness of the project's aims and objectives within the communities.
* Motivating community members through orientation sessions and project briefings.
* Reporting and maintaining records on a daily basis.
* Possessing good communication skills and flexibility, capable of representing the organization on different platforms.
* Working as a team member to motivate community members and team members in developing project activities, planning, and reporting.
* Identifying and involving vulnerable groups and families in project planning and implementation.
* **Visits to multiple clinics to collect patient data, complete CRF forms, and blood collection from clinic visit. Weekly Meeting about case issues.**
* Performing any other activities assigned by senior staff.

**Aga Khan University Hospital Karachi****University Hospital Karachi (Clinical Trial Unit)** **Karachi****Project: HCV (Hepatitis "C")****Objective 1: Data collected on various assessments and studies.*** Establish databases and analytical templates for data entry, summary, and presentation.
* Check the quality of the data to be entered and inform the immediate supervisor of any problems.
* Calculate the time needed for data entry and keep your immediate supervisor informed of its progress.
* Input the data from the various tools in the agreed-upon format.
* Summarize the entered data in the form of à report.
* Check and clean the entered data.
* Printing of Beneficiaries receiving sheets and Tokens
* Managing and Archiving Project Files

**Objective 2: Analyze the data as per the requirement of the survey.**                       * Elaborate statistics tables to sort and cross the data.
* Propose improvements in data collection.

**Objective 3: Manage the data for future use/reference.**                       * File the data collection tools and computer data.
* Save the data entries regularly as well as the statistical results.
* Back up all databases and project documents.
* Manage both soft and hard data including tracking sheet, beneficiaries list, distribution list, receiving notes and all other necessary data.

 **Objective 4: Display competencies to ensure the proper record/data.*** Handle all data cleaning and entry.
* Analyze and report survey/data collection exercise results.
* Conduct all duties in a professional manner.
* Be flexible and adaptable with regard to the implementation of the daily work.
* Gathering, collating, and preparing documents, materials, and information for data entry.
* Sort, organize and store paperwork after entering data.
* Exporting data reports, spreadsheets, and documents as needed.
* Conducting research to obtain information for incomplete documents and materials.
* Creating digital documents from paper or dictation.
* Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
* Capturing data into digital databases and performing regular backups.
* Updating and maintaining databases, archives, and filing systems.
* Monitoring and reviewing databases and correcting errors or inconsistencies.
* Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed
* Transfer data from paper formats into database systems
* Create and manage spreadsheets with large numbers of figures.
* Perform regular backups to ensure data preservation.
* Verify data by comparing it to source documents.
* Respond to requests for information and access relevant files/ Retrieve data as requested.
* Comply with data integrity and security policies.
* Summarize the entered data in the form of a report.
* Responsible for cross-checking and entering data collected by the team.
* Record keeping of all the hard data and maintaining it.
* Calculate the time needed for data entry.
* Establish databases and analytical templates for data entry,
* summary, and presentation.
* Calculate the time needed for data entry and keep your
* immediate supervisor informed of its progress.
* Summarize the entered data in the form of a report.
* Backup all databases and project documents.
* Save the data entries regularly as well as the statistical results.

 Manage both soft and hard data including tracking sheet, beneficiaries list, distribution list, receiving notes and all other.  necessary data.* Work as part of a project team to enter the data in the database.
* and support database development
* Provide assistance to team in preparation of different formats and
* tools
* Responsible for cross-checking and entering data collected by the
* team
* Ensure regular entry and filing of data into the database.
* Analyze and report regularly to the managers on the progress.
* and inaccuracies of the data
* Ensure that the data of the hard copies are returned to the
* respective teams and the ambiguous data forms returned to the
* respective team member for accuracy
* Produce and file statistical and graphical weekly and monthly.
* reports to be submitted.
* Answer any queries on database use and management, as
* appropriate
* Record keeping of all the hard data and maintaining it.
* Any other task assigned by supervisor.
* To develop distribution sheets for program teams.
* To ensure regular gathering of data collected by
* Senior Research Coordination
* and of distribution sheets.
* To ensure accurate and timely entry of data into the database.
* To ensure proper filing of data
* work according to the priorities set by Database Manager
* To report to the Database Manager at frequent and
* regular intervals on the progress of data entry and any
* outstanding inaccuracies and / or discrepancies.
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| **Designation****Organization****Department**  | **Data Entry Operator****Médecins Sans Frontiers (MSF) Karachi****Key responsibilities**data collection and entry activities into the mission database recording all relevant Document and demographic data on the Field Activity and ensuring data quality/reliability, according to Database protocols and maintaining confidentiality while producing the appropriate, updated documents.* Performing data entry of all epidemiological information into select databases program and creating appropriate reports, providing data for project development purposes.
* Ensuring that all data entered has been authorized and that appropriate documentation has been received.
* Ensuring all data collected and entered to databases is consistently accurate and complete. Being responsible for ensuring that quality control queries of the database are followed up, ensuring identification of data entry errors and corrections. Immediately reporting to the supervisor, any anomalies in the database
* Assisting in the compilation and preparation of regular reports and providing detailed information to medical and laboratory teams (weekly, monthly, according to patient treatment require
* Act as a focal point for all tasks related to data management System.
* Contribute to development and maintenance of database when and where required.
* Ensure availability of data collection and reporting tools including, Registers, pads, reporting formats, form etc
* Ensure timely submission of daily/weekly/monthly/quarter to the district, provincial and country office.
* Manage and oversee the data collection practices and ensure quality of data at all levels.
* Collate, Analyze and interpret data generated on regular basis and sharing the findings with decision maker.
* Analyzes daily/weekly/monthly data and produce high quality narrative reports with graphical and statistical presentation.
* Provide technical support to the data management staff including Service delivery staff, field team and other staff involved in data management.
* Will ensure, data management staff receive adequate training, mentoring, and coaching.
* Give daily/weekly/monthly feedback on quality of data to the relevant service providers and other staff involved in data management.
* Technically review project data quality, project monitoring reports, and ensure periodic data validation.
* Liaise with data management staff including service providers to timely collect data needed for daily, weekly, monthly, quarterly/annually reports.
* Archive the data collected.
* Protect security of data and ensure confidentiality are maintained.
* Undertake any other task assigned by the line manager.
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| **Designation****Organization****Department****Objective 1****Objective 2****Objective 3** |  **Mirpur khas Sindh****NMIS Assistant**Women Empowerment Pakistan * ***Development of Information Collection Mechanisms.***
* To develop distribution sheets for program teams.
* To ensure regular gathering of data collected by AME Monitors and of distribution sheets.
* To ensure accurate and timely entry of data into the database.
* To ensure proper filing of data.
* To receive and log field hard data.
* To Screen and tag of data.
* To edit data and coding
* To enter data (if any)
* To clean data
* Will represent field staff and closely work together with MoH and Camp management staff.
* Will participate in the preparation of daily, weekly & monthly/quarterly reports.
* Efficient in content development i.e., case studies
* s, success stories e

**Key Responsibilities/Logistic*** Plan and manage logistics, warehouse, and transportation.
* Optimize and coordinate full order cycle.
* Liaise and negotiate with vendors and suppliers.
* Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
* Resolve any arising problems or complaint.
* **Job Overview/Summary:**Logistic/Store Assistant is a member Supply Logistic team in Sindh Pakistan. This position is responsible to assist Logistic Manager / Store officer in day today operational activities includes maintaining office building, paying utility bills in time, inventory management, procurement, housekeeping, fleet management and logistical support to all program activities.
* **Objective 1: Analyze the data as per the requirement of the survey.**
* Elaborate statistics tables to sort and cross the data.
* Propose improvements in data collection.
* **Objective 2: Manage the data for future use/reference.**
* File the data collection tools and computer data.
* Save the data entries regularly as well as the statistical results.
* Back up all databases and project documents.
* Manage both soft and hard data including tracking sheet, beneficiaries list, distribution list, receiving notes and all other necessary data.
* Assist in updating procurement tracker on daily/weekly/monthly basis.
* Ensure arrangements of inhouse and external official events/seminars/workshop with support of office aide.
* Works under the guidance of the Storekeeper.
* **Assists in the maintenance of all assigned food storerooms**. In order to consistently exceed guest expectations and provide the highest levels of product and services, additional duties and responsibilities may be assigned as needed.
* ***Reporting***
* Senior Data Base officer
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| **Designation****Organization****A picture containing icon  Description automatically generatedDepartment****Objective 1****Objective 2** | MIS Assistant Sindh Rural Support Organization  NPGP Project **Project: National Poverty Graduation Programme Kashmore@kandhkot****Duties and Responsibilities*** To Record Household Beneficiary Assessment Data in Computer Database
* To Make Reporting on Daily Basis
* To Ensure Accuracy in recording data.
* To Provide Daily Update report to Line Manager.
* To and procedure are in place at all offices.
* To entry date & compile data on daily basis.
* To keep record in hard copies in designed formats of all activities.
* To Prepare analytical report on daily, weekly, monthly & quarterly basis. To maintain documentation files of the activities with relevant tags.
* Skills
* Creative Report Writing & designing.
* Data handling and reporting formats development

Expertise in computing & internet operations, Sindhi, Urdu composing**Technical Support and Quality Assurance*** Collate and cross validate the project data for inconsistencies before transmission to the district, provincial and HO on required format.

**Coordination & Representation*** Co-ordinate with data relevant staff at districts level for data related activities.
* Represented **Sindh Rural Support Organization** at district   level for all task related to data.
* Any other task assigned by the line manager.

**Staff Management / Support*** Effectively managed all field staff involved in data collection, management and data reporting.
* Supervise and monitor data related task of all the service provider on daily basis and provide them with on job mentoring.
* Enhance technical capacity of data management staff and Service providers for data management, analyzes and interpretation through formal & informal training.

**Objective 1: Manage the data for future use/reference.*** File the data collection tools and computer data.
* Save the data entries regularly as well as the statistical results.
* Back up all databases and project documents.
* Manage both soft and hard data including tracking sheet, beneficiaries list, distribution list, receiving notes and all other necessary data.
* **Objective 2: Display competencies to ensure the proper record/data.**
* Handle all data cleaning and entry.
* Analyze and report survey/data collection exercise results.
* Conduct all duties in a professional manner.
* Be flexible and adaptable with regard to the implementation of the daily work.
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| **Designation****Organization****Department** | **Data Entry Operator****(Hands Office Ghotki) SFP.PLW & OTP +New Admission**To complete any other task on priority assigned by the Project Manager.(1) Year MIS Data Entry Operator Hands Pakistan District Ghotki Sindh Duties and Responsibilities* To Record Household Beneficiary Assessment Data in Computer Database
* To Make Reporting on Daily Basis
* To Ensure Accuracy in recording data.
* To Provide Daily Update report to Line Manager.
* To and procedure are in place at all offices.
* To entry date & compile data on daily basis.
* To keep record in hard copies in designed formats of all activities.
* To Prepare analytical report on daily, weekly, monthly & quarterly basis.
* To maintain documentation files of the activities with relevant tags.
* Transfer data from paper formats into database systems.
* Type in data provided directly from patients.
* Create and manage spreadsheets with large numbers of figures.
* Verify data by comparing it to source documents.
* Update existing data.
* Produce reports.
* Retrieve data as requested.
* Perform regular backups to ensure data preservation.
* Sort, organize and store paperwork after entering data.
* Skills
* Creative Report Writing & designing.
* Data handling and reporting formats development

Expertise in computing & internet operations, Sindhi, Urdu composing**Computer Skills:*** OS (Using & Installing) **:** Windows XP Professional/XP7/Vista
* Applications : MS-Office (MS Word, Excel, PowerPoint, IN page) etc.
* Internet : Emails, Downloading etc.

**PERSONAL DETAILS: -** Fathers Name : Umed Ali  NIC# : 43304-2284865-7 Date of Birth : 5-1-1999 Domicile : Shikarpur Sindh |
| **Qualification** **Job Detail’s**  |

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| **Qualification** | **Passing Year** | **Grade** | **From** |
| * Matriculation
 | 2014 | “B” | B.I.S.E. Larkana |
| * Intermediate
 | 2016 | “C” | B.I.S.E. Larkana |
| * BSC
 | 2018 | 2nd | S.A.L.U. Khairpur |

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| Name Of Organization | Project | From | To |
| Sindh Rural Support Organization | NPGP | 1-1-2019 | 31-12-2019 |
| Women Empowerment Pakistan | Malnutrition  | 1-1-2020 | 31-12-2020 |
| Médecins Sans Frontiers Karachi  | Health COVID-19 | 1-9-2021 | 31-12-2021 |
| The Aga Khan University Karachi | Health HCV | 1-1-2022 | Present Job |

**REFERENCES:**Noor SabaResearch Specialist, **Email:** **noor.saba@aku.edu****Contact + 92 333 7017673****Aga Khan University Head Office Karachi Base****Raja Zahoor Khan****Deputy Field Coordinator,****Email;** **Zahoor2008@gmail.com****Contact +92 302 8545345****MSF Belgium Department Karachi****Muhammad Ramzan Dayo Sb.****District Project Manager,****Email; mrdsultankot@gmail.com****Contact: +92 300-3121965** **(Hands) Pakistan, Sindh North Sukkur Base****Ahmed khan Samejo** **District Manager,** **Email;** **Ahmedsamejo@srso.org.pk****Contact: 92+333-4511990** **Sindh Rural Support Organization Kashmore @ Kandhkot Base** **Zahid Hussain Abro****District Project Manager,** **Email;** **bharchoond@hotmail.com****Contact + 92 347-3944817****Women Empowerment Pakistan District Mirpurkhas Sindh****Ahsan Ali Soomro** **HR Officer** **WEP-District Mirpurkhas Sindh****soomroahsanali@hotmail.com****Cell: 92 + 345-3022287** |