



MUHAMMAD ZAHID

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Address: H # C 20/12 Pathan Colony SITE Town Karachi, Sindh.

EDUCATION:

- **BS Computer Science**
Federal Urdu University 2013 to 2017
- **Intermediate: Pre Engineering**
Pakistan Shipowner Government College
2010 to 2012
- **Metric : Science**
Rose Garden Secondary School
2008 to 2010

SKILLS:

- MS Office
- Power BI

LANGUAGES:

- English
- Urdu
- Pashto

SUMMARY:

Community-oriented Officer comfortable working in high-stress situations and coordinating emergency responses. Seasoned team leader with unrelenting dedication to keeping community safe and secure. Proactive about using proper protocols while on duty and interacting with community contacts.

WORK HISTORY:

❖ **Union Council Operation Officer, Chip Training And Consultant Karachi, Sindh, Pakistan | NOV 2020 – Current**

Union Council Operation Officer with three years of Polio experience in Karachi Pakistan likely plays a crucial role in the implementation of polio eradication initiatives at the grassroots level. The responsibilities of such an officer may include:

Polio Campaign Planning and Execution: Collaborating with relevant health authorities and organizations to plan and execute polio vaccination campaigns within the Union Council. This involves coordinating vaccination teams, ensuring sufficient vaccine supply, and mobilizing community resources.

Community Engagement: Actively engaging with local communities to raise awareness about the importance of polio vaccination. This may involve organizing informational sessions, addressing concerns, and promoting community participation in vaccination programs.

Data Management: Ensuring accurate and up-to-date data collection related to polio vaccinations, AFP cases, and other relevant information. This data is vital for informed decision-making and assessing the impact of vaccination campaigns.

Training and Capacity Building: Providing training to vaccination teams and community volunteers to enhance their understanding of polio eradication strategies, proper vaccination techniques, and the importance of their roles in the campaign.

❖ **Data Support Officer, Sidath Hyder Murshid Association Karachi, Sindh, Pakistan | MAY 2018 – SEP 2020**

As a Data Support Officer with 2 years of experience, I have successfully contributed to the efficient management and utilization of data within the organization. My responsibilities included:

Data Management: Proficient in handling large datasets, ensuring data accuracy, and implementing data quality control measures.

Data Analysis: Competent in performing data analysis tasks, generating reports, and providing insights to support decision-making processes.

Data Support: Providing assistance to colleagues in understanding and utilizing data effectively, offering support for data-related queries and issues.

❖ **Shipping Assistant Maaza Pakistan Pvt. Ltd , Sindh, Pakistan FEB 2018 – APR 2018**

In my three-month role as a Shipping Assistant, I gained valuable experience in coordinating and facilitating the shipment of goods. My responsibilities included preparing shipping documents, liaising with carriers, and ensuring accurate and timely deliveries. I developed strong organizational skills, attention to detail, and effective communication with both internal teams and external partners. This experience enhanced my understanding of logistics and the importance of efficient shipping processes in a business context.