



Mumtaz Khan

Data Assistant

My Contact

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📍 KPK Wana Waziristan

Hard Skill

- Customer Service
- Data mining and analysis
- Cashier and bookkeeping
- Business management
- Creating friendly environment

Soft Skill

- Dealing with new Customers
- Achievement of goals
- Communication
- Multi-tasking
- Daily data entry

Education Background

- **Gomal University**
Bachelor of Arts 2013-2015
- **Academic Info**
D.I.T : Diploma In information Technology
- **Financial Accounting one year Diploma**
Accounting software
QuickBooks, Peachtree, Tally ERP 9, Oracle receipt and payment
- MS Word, Excel, Access, PowerPoint, and others typing Speed 40-50 WPM
- **Nebosh IGC UK**
- **Language**
English, Urdu, Pashto
Writing English, Pashto and Urdu is best

About Me

I could work more under pressure, I was managing pressure in my own business. There will be no issues in my work, management, punctuality, soft environment, Here I want to say, I could work with more self-esteem and confidence. Data entry, Purchase, Sale, Payment, Receipt, Inventory, Contra, A/P, A/R/ Income statement, Balance Sheet, Bookkeeping, Assistant Accountant, Junior Accountant.

Professional Experience

Tally communication Jazz Company 2020- 2020 for five months

Key responsibilities:

- Worked as a distribution officer convincing customers for company products
- Worked to make Retailers for the local Franchise

World Health Organization Polio Department 2018-2019

- Key responsibilities:
- Worked in field as a TTM.
- Analyzed daily data of the local hospitals.

Worked in call center as a call representative
2020-2022 Night Time

- Key responsibilities:
- Worked in call center with US Medicare saving center.

Recently working with World Health Organization start from Oct-2022.

- Key responsibilities:
- Data compilation on data daily basis.
- Data analysis after completing the task.
- Online data updating on WHO dashboard on daily basis.
- Data cleaning before sharing with EOC or SKP-HUB.
- During campaign morning deployment updating on Google Sheet.
- Daily coordination with UC level staff about data.
- Working in Office with District Surveillance Officer on AFP cases during reporting case from the field.

Achievements

2023

During the SNID campaign got award for my good performance.

2023

RUR round one got second award certificate for my wonderful performance.