



# Nadeem Ali

Cash Assistant

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Shahdad Kot, Pakistan

## Summary

Mr. Nadeem Ali Chandio did Bachelor degree in Art, from Shah Abdul Latif University Khairpur Sindh. He has completed his Diploma in Commerce from the Sindh Board of Technical Education Karachi. He has expertise in Mobilization, Capacity Building, Specifically in Data Entry, MIS, Worked in Application software of Data Analysis SADAAT, SPSS, STATA, HIS and Deep knowledge about DHIS and Presentations different type of applications to Report writing, Trainings. And he worked in different sectors like as, Distribution, Health, Education, Nutrition, food security, livelihoods, community development and community-based disaster risk management (CBDRM), Shelter and small livestock Management.

He has working experience of more than 10 years with various well-known National and International organizations. like, SRSO, SFP, HUMAN APPEAL (INGO) USAID project, HANDS organization by UNICEF.

He has been working in very poor communities and highly disastrous areas of Pakistan. Mr. Nadeem Ali has good hands-on knowledge of MS Office Suit for report writing and data compilation. He also got trainings on Data Analysis in Sindh from different organizations to enhance his technical and personal skills. He is proficient in English and Urdu and Sindhi languages.

## Skills

Typing Speed | Time Management | Team Player | Stress Management | Statistical Data Analysis | Statistical Analysis | Social Networking | Social Mobilization Skills | Social Mobilization | Social Inclusion | Sales Verification | Result Oriented | Response To Directionless | Reporting Skills | Reporting | Report Writing Skills | Problem Solving | Presentation Skills | PRA Techniques | Positive Attitude | PHP | Organization Skills | Oral Written and Communication Skills | Network Analyzing | Negotiation Skills | MS Office | MS Excel | Mobilization Skills | Mobilization | Microsoft Skills | Management | Low Voltage Systems Handling | Knowledge of Development | Knowledge of Data Entry Software | Knowledge of Basic Counseling | Knowledge Based Counseling | Interpersonal Skills | Interpersonal Leadership | Health and Hygiene | Food Labeling | Fluent in English | Flexible to Change | Flexible Approach | Field Activity Skills | Field Activities Skills | FFA Programming | Familiar with Local Culture and Dynamics | Evaluation Skills | Documentation | Demonstrate Cleaning Skills | Database Management | Database Clustering | Data Scrapping | Data Modeling | Data Management | Data Maintenance | Data Entry | Data Comparison | Data Collection | Data Cleaning | CVs Screening | Customer Services | Critical Incident | Conflict Resolution | Computer Network Operations | Computer Knowledge | Community Mobilization | Community Engagement | Communication Skills | Civil Society Organization | Child Protection Case Management | Child Protection | CEM Deployment | Assessment | Access Control Management

## Experience

Oct 2023 - Present

### Cash Assistant

Tameer E Khalq (TKF) Organization, Dera Murad Jamali, Pakistan

Support in developing weekly and monthly activities plans in coordination with other members of the team and other departments. Follow up the implementation of project activities according relevant plans. Track progress against Daily, weekly, monthly plans. Provide accurate and timely updates and reports as needed. Identify challenges and propose solutions to ensure timely and effective implementation of activities. Support

coordination with MEAL staff to plan, implement, analyze, and review the results of PDMs and other relevant monitoring data on a Daily, weekly, monthly basis. Support beneficiary accountability and participatory approaches throughout the program cycle. Participate in the design of initiatives to monitor or strengthen program quality, including assessments, registration, and beneficiary tracking. Support in the cash flow projections Update and monitoring CVA distribution trackers Reconciliation of the program data with MIS on a regular basis. Facilitate regular team meetings to review data and carry out analysis, sharing the results with the CVA team. Contribute to the developed and review of all Guidelines, SOPs and other key programme documents in coordination with CVA Manager and CVA Coordinator Documentation and Reporting. Support the program team in ensuring a secure and organized filing system and archive for beneficiary registration, distribution records, and other required documentation. Where necessary, cross check paper-based information with electronic ledgers and reports to ensure accurate reporting. Conduct basic analysis of the distribution database to support reporting to the donor or cluster. Maintain files and archives of CVA program support documentation. Support basic analysis of program support documentation.

Mar 2023 - Aug 2023

### **Data Analyst**

Human Appeal (INGO), Naseerabad, Pakistan

Gathers, cleans, and studies data sets to help solve problems

Analysis and synthesis (data analyst)

Communication

Data management

Data modelling, cleansing and enrichment

Data quality assurance, validation and linkage

Data visualization

IT and mathematics

Logical and creative thinking

Making Daily Reports of Assessments

Conducted mobilization activities including (Social Mapping, transit walk, stakeholder mapping and engagement, situational analysis, seasonal calendar, structural and nonstructural interviews and formation of village development committees - VDCs.

Assist senior staff in work planning and door to door assessment, survey at all level

Conducted community level, corner meetings, stakeholders meetings and broad based meetings for project orientation and VDCs formation

Conducted community level DRR, CSA, Livestock and assets stock Management and financial literacy trainings for food and cash assistance beneficiaries for resilience building.

Assist VDCs in need identification of structural/CPIs and implementation of CPIs at field level as per the work norms

Assist MEAL team in pre & post distribution monitoring

Lead team in HH assessment of food and cash assistance for assets recovery project as per the beneficiaries selection criteria

Lead the food distribution and CASH disbursement point and provided assistance to the 16000 families

Assist VDCs in development of village development plan VDP

Collect MOVs and report on daily bases to the district manager

Conducted need assessment for each cycle of food and cash assistance

Lead the process of distribution of tokens, verification, display of distribution packages at distribution point, crowd controlling etc

Perform all duties which assign by team lead or district manager

Oct 2022 - Jan 2023

### **Data Entry Operator**

Human Appeal (International), Shahdad Kot, Pakistan

- Create spreadsheets to track important customer information and orders.
- Transfer data from hard copy to a digital database.
- Organize existing data in a spreadsheet.
- Verify outdated data and make any necessary changes to records.
- Operate common office equipment, like scanners and printers.
- Search for and investigate information contained in files.
- Perform regular database backups to secure data.
- Input text-based and numerical information from source documents.
- Sort and organize hard copies of paperwork after entering data electronically.
- Review data for deficiencies or errors.
- Assist with special projects that require large amounts of data entry.
- Provide data entry support across departments on an ad-hoc basis.
- Type in data quickly and efficiently.

Sep 2016 - Jul 2022

### **Computer Operator**

GRIEST PUBLIC SCHOOL SHAHDADKOT, Shahdad Kot, Pakistan

- Provides data by operating a computer.
- Determines sequence of operations by studying production schedule.
- Performs defined tasks per documented instructions/processes.
- Prepares equipment for operations by accessing software in computer.
- Makes appropriate changes to the documentation, as needed.
- Monitors and manipulates daily system jobs.
- Starts operations by entering commands.
- Maintains operations by monitoring error and stoppage messages, observing peripheral equipment, and making adjustments in the process.
- Resolves user problems by answering questions and requests.
- Ensures operation of equipment by completing preventive maintenance requirements and tests and following manufacturers instructions.
- Troubleshoots malfunctions.
- Continuously monitors and reacts to IT operations processing schedule.
- Responds to incoming telephone calls, email, and voice mail inquiries from internal customers (within IT department) regarding computer-related problems.
- Contributes to team effort by accomplishing related results as needed.

## Social Mobilizer

SERVE FOUNDATION PAKISTAN, Karachi, Pakistan

- Assist senior staff in work planning and door to door surveys at all levels.
- Create awareness of project aim and objectives in the communities
- Motivate community people through orientation sessions and project briefs.
- Responsible for reporting and maintaining the record updated on daily basis.
- Good in communication and flexible, able to present organization on different platforms.
- As team member, skills to motivate the community people and team members to develop project activities, planning and reporting.
- Identification and involvement of the vulnerable groups and families in the project planning and implementation.
- Facilitate the IEC material distribution among the communities
- Any other activity assigned by senior staff.

## Education

- 2010 **Sindh Board of Technical Educatio Karachi**  
Diploma  
Commerce
- 2010 **Shah Abdul Latif University Khairpur**  
Bachelors in Arts , B.A  
ART

## Languages

**Sindhi**  
Expert

**Urdu**  
Expert

**English**  
Expert