



Naeem Bhand

NIS/MEAL Assistant

+92.303.3443358

naeembhand.id@gmail.com

Bhan Saeedabad, Pakistan

Summary

This Naeem Ali Bhand

Live At Distt Jamshoro Taluka Sehwan Shareef Sindh Pakistan Sindh Pakistan

- Currently Work With Human Appeal Pakistan As Data Entry Operator
- Before As Admin / Computer Operator Al Shahbaz Vocational Institute
- And BBSHRRDB As A IT Teacher For 4 Month CIT Office Automation

Enter 100 to 200 forms per day in Human Appeal

To accquiere a Job According to my Qualification and looking for a Challenging and Motivated Environment. I would like to work in competitive enviroment for a rapid career growth and to contribute towards company gools by accepting challenges in a professional enviroment of the orgnization to enhance my capabilities and professional growth commenstrate with achivement.

Skills

Analyse Daily Program Report | Analytical Skills | Assist MEAL unit in data collection | AutoCad | Cloud Database Management | Community Mobilization | Compile and analyze project data | Computer Proficient | Configuration Switches | Conflict Handler | Conflict Resolution | CV Screening | Data Analysis | Data Analytics | Data Archiving in Soft & Hard | Data Collection | Data Comparison | data consolidation related to surveys | Data Management | Data Processing | Data Research | Database Administration | Database Management | Database Security | Email List Management | End to End Sales | ERP Systems | Growth Analysis | Hardware And Software Updating | Installation Process | Interpersonal Skills | IT Skills | IT Support | maintain beneficiaries dashboard | Microsoft Excel | MIS Dashboard Management | Monitoring and Evaluation | Monitoring Skills | MS Excel | MS Office | MS Outlook | MS Powerpoint | ODK | Personnel Files | Printer & Scanner Use | Record Keeping | share the clean data with the authorize | Software Handling | Working Knowledge Ms Office

Experience

Feb 2024 - May 2024 ○ NIS/MEAL Assistant
MERF Pakistan, Dadu, Pakistan

- To ensure smooth functioning of reporting system between Hospitals and office
- Ensure that the communication flow to head office is maintained

Guaranteeing that the Program data is up-to-date and readily available all the times.

- Ensure availability of medical stationary i.e. Registers, Patients File, OPD Slips etc
- Efficient in formulating techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
- Have in-depth knowledge/skills of mining, scrubbing and cleaning of data.

Troubleshoot data-related problems and authorize maintenance or modifications

- Support others in the daily use of data systems.
- Conduct trainings on collection, analysis and use of data for staff.

Can managing IT equipment such as Printers, Scanners, Photocopier and internet (Wireless/LAN).

- Will represent MERF field staff and closely work together with MoH and Camp management staff.
- Will participate in preparation of daily, weekly & monthly/quarterly reports.
- Efficient in content development i.e. case studies, success stories etc

Ensure proper visibility of health facility according to agreed protocol and standards

- Maintain the leave management system, ensure all leave records etc are properly maintained and regularly updated
- Perform other tasks assigned by the supervisor.

Oct 2022 - Nov 2023

Data Entry Operator

Human Appeal International Pakistan, Jamshoro, Pakistan

- 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 a report.
- Check and clean the entered data;
- Printing of Beneficiaries receiving sheets and Tokens
- Managing and Archiving of Project Files
- Elaborate statistics tables to sort and cross the data
- Propose improvements in data collection.
- Collect daily assessments and cash disbursement data from each team; compile the distribution reports and inform the Project Coordinator on daily basis.
- Create a data base for all the beneficiaries by each Disbursement Hub. Keep updated all the key personnel on day-to-day disbursement plan activities at the sub-office level.
- Compile weekly data for preparing weekly/monthly distribution reports as per the prescribed formats.
- Provide the Project Coordinator/Project Officer with necessary information in order to prepare monthly/quarterly narrative reports for donors as well as for the country office.

Jul 2019 - Aug 2021 ○ **Computer Operator**
Al Shahbaz Vocational Institute & Training Center, Bhan Saeedabad, Pakistan

- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operations.
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.
- Responding to user requests and problems.
- Performing preventative maintenance.
- Maintaining supply inventory.
- Ensuring the security of the company's computer systems.

Education

- 2023 ○ **Great Learning Online Course**
Certification , Data Analysts
Computer, Data Analyst
Completed
- 2020 ○ **University of Sindh**
Bachelors in Commerce , B.Com
E-Commerce, Accounts, Bussiness
Percentage: 52%
- 2019 ○ **Trade Testing Board Karachi Sindh**
Diploma , Diploma Information Technology
Computer
Incomplete
- 2018 ○ **BISE HYD**
Intermediate/A-Level , intermediate
English, Chamistry, Math
Grade: C+
- 2016 ○ **BISE HYD**
Matriculation/O-Level , Matriculation
Biology, Physics, Chamistry
Grade: A

Projects

ECHO-IRC

<http://Merf-pakistan.org>

- To ensure smooth functioning of reporting system between Hospitals and office
- Ensure that the communication flow to head office is maintained

Guaranteeing that the Program data is up-to-date and readily available all the times.

- Ensure availability of medical stationary i.e. Registers, Patients File, OPD Slips etc

- Efficient in formulating techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
- Have in-depth knowledge/skills of mining, scrubbing and cleaning of data.

Troubleshoot data-related problems and authorize maintenance or modifications

- Support others in the daily use of data systems.
- Conduct trainings on collection, analysis and use of data for staff.

Can managing IT equipment such as Printers, Scanners, Photocopier and internet (Wireless/LAN).

- Will represent MERF field staff and closely work together with MoH and Camp management staff.
- Will participate in preparation of daily, weekly & monthly/quarterly reports.
- Efficient in content development i.e. case studies, success stories etc

Ensure proper visibility of health facility according to agreed protocol and standards

- Maintain the leave management system, ensure all leave records etc are properly maintained and regularly updated
- Perform other tasks assigned by the supervisor.

CBT CASH Base Transfer

<https://humanappeal.org.pk>

- 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 a report.
- Check and clean the entered data;
- Printing of Beneficiaries receiving sheets and Tokens
- Managing and Archiving of Project Files
- Elaborate statistics tables to sort and cross the data
- Propose improvements in data collection.
- Collect daily assessments and cash disbursement data from each team; compile the distribution reports and inform the Project Coordinator on daily basis.
- Create a data base for all the beneficiaries by each Disbursement Hub. Keep updated all the key personnel on day-to-day disbursement plan activities at the sub-office level.
- Compile weekly data for preparing weekly/monthly distribution reports as per the prescribed formats.
- Provide the Project Coordinator/Project Officer with necessary information in order to prepare monthly/quarterly narrative reports for donors as well as for the country office.

Al Shahbaz Vocational Training Institute

<https://www.bbshrrdb.pk>

This Naeem Ali BhandLive At Distt Jamshoro Taluka Sehwan Shareef

- Currently Work With Human Appeal Pakistan As Data Entry Operator
- Before As Admin / Computer Operator Al Shahbaz Vocational Institute
- And BBSHRRDB As A IT Teacher For 4 Month CIT Office Automation

Languages

English
Intermediate

Urdu
Expert

Sindhi
Expert