



Najeeb Ullah Hameed ullah

District Liaison Officer

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University Colony, Quetta, Pakistan

Summary

To obtain a challenging position in professional environment where my education and academic skills will add value to organizational operations. I am an energetic and enthusiastic person who enjoys a challenge and achieving personal goals. My long-term goal is to be a software developer and successful entrepreneur. One step forward to achieving my goal is to develop real-world programming skills that would help me succeed in future. More importantly, imparting knowledge to other has always been a satisfying experience for me. I strongly believe in a quote which says In vain have you acquired knowledge if you have not imparted it to others.

Skills

Typing Speed | Strong Coordination Skills | Stress Management | Reporting and Coordination | Report Writing Skills | Qualitative Data Management | Oracle 8i 11g | Monitoring Skills | Microsoft Office | Management Skills | Fluent in English | Field Monitoring | ERP Software Command | Employee Management | Database Impact | Data Validation | Data Entry and Cleaning | Data Collection & Analysis | Corel Draw | Coordination Skills | Computer Hardware Installation | Communication Skills | Cisco | Analytical Skills | Adobe Photoshop op | Academic Databases Management

Experience

Jul 2023 - Sep 2023

District Liaison Officer

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

District Liaison Officer is integral member of the project team responsible for effective delivery in due time at district level. The District Liaison Officer is responsible for technical tasks like distribution, collection of data and report generation on time as well as any other task assigned by the supervisors.

Duties and Responsibilities,

District Liaison officer should assign Data Analysts for the specified Data Management Officer to ensure the proper workload distribution Collect and compile data received by Field with help of Data Analyst.

Assign and monitor Data Entry and validate correct entry randomly by assigned team and district.

Keep close communication with Data Analyst and field staff for timely receiving data from field.

Inform concerned person if there is any delay in data receiving or bad data.

Update on Daily basis for data status.

Communicate to senior management through emails regarding project updates and reports

Maintain and update reports on time required by authorities for sharing to officials.

Any report preparation ordered by authorities

Jan 2022 - Jun 2023

DATA ANALYST

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

Data Analyst will be a part of a special analysis unit, this unit is tasked to provide analysis (Predefined and On-demand). Work under the supervisor to provide reports and analysis of the programme.

Duties and Responsibilities

1. Guide team efforts towards successful project delivery
2. Data Analyst will be a part of a special analysis unit; this unit is tasked to provide analysis (Predefined and On-demand). Work under the supervisor to provide reports and analysis of the programme.
3. Provide technical leadership to teammates through coaching and mentorship
4. Identify and encourage areas for growth and improvement within the team
5. Distribute and collect the data from team members on accuracy basis
6. Keep close communication with the DLO
7. Provide third level support to team members
8. Provide assistance to DMOs in case of any error in the tally sheet
9. All task and duties of DMO/ Data Quality Analyst may be assigned to Data Analyst as well.
10. Any Other task assigned by DLO related to data compilation to distribute the workload.

Jan 2022 - Nov 2022

Daily Pakistan Flood Response

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

1. (Emergency response progress tracking system)

This is the second layer of data validation in "UNICEF" FO.

After filling the mentioned indicators all program data will be shared with PCO.

Major Main indicators are mentioned below

Nutrition:Education:Health:Social Behaviour Change:Child Protection:Wash.

All of sub indicators are on first priority to be worked on field & data must be compiled & free of discrepancies to be utilized for farther action & analysis.

Aug 2019 - Dec 2021

Data Verification Associate (DVA):

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

Data Verification Associate (DVA):

Responsibilities of validation of data received from field to

enter it in Database.

Review/verify information on physical documents to system records.

Identify and correct if there are any Discrepancies in filed and Database data.

Distribution of data for entry.

Verification of entered sheets and recorded children.

Cleaning of data for providing error free data to filed and concerns authorities. Update existing data.

Retrieve data from the database or electronic files as requested.

Nov 2016 - Jul 2019

Data Management Officer

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

Transferring of data from paper formats into computer files or online Tracking database systems.

Creating spreadsheets with large numbers of figures without mistakes.

Verifying data by comparing it to source documents.

Updating database as per received fields Follow Ups and PMC after Monthly Campaigns.

Perform regular backups to ensure data preservation.

Sort and organize, filing and packing of documents after entering data to ensure it is not lost.

Scanning and printing of documents for backup purposes.

Feb 2015 - Aug 2016

TRANSPORTATION

Fidlis Logistic Company, Chaman, Pakistan

Local Transportation Agents,ITV Controller,budget/invoice Arrangement

Education

2022

University of Balochistan Quetta Pakistan

Masters in Arts

International Relations

2016

University of Balochistan

Bachelors in Arts

Economics

2012

Govt Science College Quetta

Intermediate/A-Level

PRE ENGINEERING

2010

Islamia Model High School Quetta

Matriculation/O-Level

Science

Projects

Missed Children Tracking Database

<https://dsc.eoc.gov.pk/login>

Missed Children Tracking Database (MCTDB) Link With Emergency Operation Center (EOC) <https://dsc.Eoc.gov.pk> The Project is About to Polio Disease Caused by water bacteria on which the Data Support Center Provides Data mining. Data quality assurance, Data Management Report ,Data Analysis, Data visualization,Generating and Reporting to field staff, responsible authorities as well as the respective Donor .

Communication Planning Assessment Tools

<http://https://comnet.eoc.gov.pk/>

Duties and Responsibilities Ensuring that information and data from the field is captured, documented,analyzed,and reported in a results-based and timely manner Ensure effective communications, visibility, and knowledge management Contributing substantially to the presentation;communication activities implementation process as polio communication activities visibility plan,and adhere to End polio guidelines on communications and visibility Undertaking field visits Providing thorough progress reporting continuous analysis of the achievements, facilitate project review,communications & reporting strategy and ensure implementation of the work plan with weekly, monthly, quarterly, semi-annual and annual milestone.

Languages

Balochi
Intermediate

Pashto
Expert

Urdu
Expert

English
Expert