NASIR HAMEED KHAN

Address: House no 79, Chenab Road, G-7-2-4,
Islamabad. Cell: 0331-6990383
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OBJECTIVE

To have a long-term relationship with a reputed organization. Where challenges and opportunities are given to grow with the market. Also where my managerial, planning, interpersonal and leadership skills would be utilized.

PERSONAL INFORMATION

Father's Name:	Fazal Hameed Khan
Marital Status	Married
Date of Birth	09-10-1980
NIC No	611014-285300-9
Religion	Islam

EXPERIENCE

Innovative Development Strategies (IDS)   **September 2013 to date**

Designation: **MIS Assistant**

- Development of Data Entry Software using CSPro (Census & Survey Processing System)
- Supervision of Data Entry Process
- Daily data entry progress report
- Data cleaning by eliminating outliers and error checking using SPSS and STATA
- Running descriptive and graphs of datasets

Abaseen Fast Foods… Bradford UK   **2 Years**

Designation: **Manager**

- Receive payment by cash, check, credit cards, vouchers, or automatic debits Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Resolve customer complaints.
- Answer customers' questions, and provide information on procedures or policies.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Compute and record totals of transactions.
- Pay company bills by cash, vouchers, or checks.

Data Management Solutions (DMS)   **6 Months**

Designation: **Quality**

Controller

- Compile, sort and verify the accuracy of data before it is entered.
- Compare data with source documents, or re-enter data in verification format to detect errors.
- Store completed documents in appropriate locations.
- Locate and correct data entry errors, or report them to supervisors.
- Maintain logs of activities and completed work.
- Select materials needed to complete work assignments.

Pakistan Railways advisory and consultancy services   6 Months

Designation: **Assistant Train Manager**

- Checking of tickets.
- Issuing of tickets to those who don't have a valid ticket.
- Accommodate passengers through Issuing of seats and births.
- Listen and solve the problems of passengers.
- Maintain law and order situation.
- Maintain logs of activities and completed work.

ACADEMIC QUALIFICATIONS

- **B.COM** **2000**
  University Of Punjab, Lahore
- **I.COM** **1997**
  F.G. Commerce College H-8/4 Islamabad
- **MATRIC** **1995**
  FBISE

COMPUTER SKILLS
- CSPRO (Census and Survey Processing System)
- STATA
- SPSS
- Microsoft Office

PROJECTS
2018 - **Operations Review of the National Socio-Economic Registry (NSER) Update**
- Data Cleaning and Running Descriptive tables for report writing

2017 **Multi Topic Targeting Survey**
- District Supervisor for software support
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2016 **Youth Workforce Development Projects – Evaluation**
- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning

2016 **Waseela-e-Taleem Operational Review Programme - Quarter VIII**
- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2016 **Baseline Survey for School Construction and Rehabilitation Program (SCRP) Phase II**
- Developed Data Entry Software

- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2016 Waseela-e-Taleem Operational Review Programme - Quarter VII

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2016 Waseela-e-Taleem Operational Review Programme - Quarter VI

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2016 Waseela-e-Taleem Operational Review Programme - Quarter V

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2016 Evaluation of Pakistan National Household Survey on Social Protection and Cohesion

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2015 Pakistan Household Skills Measurement Survey –Wave III

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2015 Baseline Survey for School Construction and Rehabilitation Program (SCRP) Phase I

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2015 Sector Skills Study – Manufacturing of Furniture

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2015 Waseela-e-Taleem Operational Review Programme-Quarter IV

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2015 Pakistan Cotton Survey Round 2.1

- Developed Data Entry Software
- Supervision of data entry process

2015 Waseela-e-Taleem Operational Review Programme-Quarter III

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2014 Pakistan Agriculture Production Survey – Round 3.5

- Developed Data Entry Software
- Supervision of data entry process
- Do files for data cleaning

2014 Waseela-e-Taleem Operational Review Programme-Quarter II

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2014 Waseela-e-Taleem Operational Review Programme-Quarter I

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2014 Rural Household Panel Survey – Round 3

- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2014 **Entrepreneur Baseline Survey (MEDA) – Phase II**
- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2014 **Pakistan Cotton Survey Round 1.3**
- Developed Data Entry Software
- Supervision of data entry process

2013 **Pakistan Tracking Survey – Phase 2 & 3**
- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2013 **Pakistan Household Skills Measurement Survey –Wave II**
- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2013 **Pakistan Cotton Survey Round 1.1 & 1.2**
- Developed Data Entry Software
- Supervision of data entry process

2013 **Waseela-e-Rozgar Exit Survey**
- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

2013 **BISP Case Management and Payment Spot Check**
- Developed Data Entry Software
- Supervision of data entry process
- Data Coding, Data Cleaning and Running Descriptive tables for report writing

AREA OF INTERESTS

- Software developing (CSPro, Survey CTO)
- Programming and Statistical analysis

REFERENCES

- Muhammad Asjad Iqbal (0345-5165702)