



# Nazim Jan



## Personal Data

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Geburtsdatum	<b>29-04-1984</b>

## Profile

To achieve the organizational goals effectively and efficiently, to be a part of a dynamic organization, where growth is interpreted in terms of not only monetary and career progressions but also the essence should be driven in form of mental and personal development. Seeking a challenging job environment with the opportunity for growth, motivation and eager to work in a dynamic professional environment.



## Work Experience

- Working in PROFESSIONAL EMPLOYERS PRIVATE LIMITED(PEOPLE) as à Data Usage & Risk Assessment Officer in Peshawar from November 2015 till time.
- Worked in Pakistan Red Crescent Society FATA as a Data Analyst from August 2014 till to Oct 2015. At District Bannu funded by WFP.
- Eight months experience as a Community Liaison Officer in CRDO at Malakand Batkhela in WASH project funded by ECHO & HOPE087. (1st October 2012 to 31st May 2013).
- Four months experience as a Data Analyst in CRDO at Peshawar in Food Distribution Project funded by Church World Service (from June 2012 to September 2012).
- Six months experience as a Social Mobilization Officer in CRDO Sukkur Sindh in Nutrition project funded by UNICEF (from October 2011 to March 2012).
- Three months experience as a Field Officer in CRDO Shikarpure Sindh in Shelters project funded by International Organization for Migration (IOM) (from July 2011 to September 2011).
- Six months experience as a Community Mobilization Officer & Food Distribution Hub Supervisor in CRDO District Nowshera in Cash for Work project funded by WFP (from January 2011 to July 2011).
- Nineteen months experience as a Data Entry & Online Verification Officer in CRDO in District Charsadda in Food Distribution project funded by WFP (from June 2009 to December 2010).
- One-year experience as an Assistant Administrative Officer in Al-Khidmat Foundation Peshawar (from May 2008 to May 2009).

## Qualification

<b>MSc Economics</b> From GPGC Charsadda	<b>2008</b>
<b>B.A</b> From GPGC Charsadda	<b>2005</b>
<b>FSc</b> From GPGC Charsadda	<b>2002</b>
<b>Ssc</b> From GHS Babra	<b>2000</b>



## Skills

### MS Office (Excel, Word, PowerPoint)

Advanced level

Visual Basics (VBA) Average

### Key Strength:

Communication skills, **Google Form, Google Sheets, Google studio, Tableau**, personal integrity, flexibility, patience, creativity and analytical ability, problem solvable, time management, ability to meet challenges and deadlines in stress situation, art of dealing with people and demonstration techniques to increase working efficiencies. Furthermore, I am adept at handling multiple tasks on a daily basis competently and at working well under pressure. A key strength is communication; building strong relationships with people in order to deliver the best results.

### Training:

- One-day training on ICRC & PRCS history organized by Pakistan Red Crescent Society FATA in Bannu.
- Two days training on Information Management System in District Bannu organized by UNOCHA.
- Nutrition CMAM/IYCF training is given by UNICEF in Sindh Sukkur.
- Three days training on Security Awareness Induction Training organized by IOM and WFP in Islamabad.



## Hobbies

Sports, Traveling, Reading books.



## Languages

**Englisch** C2 level

**Pashto** Native

**Urdu** C2 level