#### *Noman Manzoor Lashari*

#### *****PERSONAL INFORMATION:*****

**Father Name:** Manzoor Ahmed

**NIC:** 56302-9833975-1
**Gender:** Male

**Date of Birth** 01-05-1984
**Address**: Muhla Lashari house Loralai Balochistan.

**E-mail**: nomanlashari9@gmail.com
**Mob:** +923337873744

**OBJECTIVES:**

I am seeking a position in a well-established organization having innovative, dynamic and challenging environment with long-term career prospects that allow me to utilize my balanced academic background, diverse skills & experience in order to benefit the organization and to get the practical experience that can be of mutual benefit. I am well-versed with the sufficient level of communication & computer skills. I have acumen and capability to manage multiple projects and tasks simultaneously.

**EDUCATION:**

 **Degree Name: BS (BA)**

Institute: BUITEMS Quetta

 Passing Year: 2010

**PROFESSIONAL EXPERIENCE:**

1) Organization: (APW& CTC) World Health Organization EPI

Designation: District Data Analyist

Location: **District Kohlu/Zhob**

Tenure: 1st December 2022 to December 31, 2023,

* Collect, tabulate and manage daily reports on OPDs, referrals, and vaccinations from Integrated Mobile Health Teams.
* Monitor and ensure compliance (timeliness and completeness) of daily VPD surveillance reports and line lists
* Analysis of Mobile health teams, prepare presentations and communications and share with stakeholders in the district
* Analysis of VPD surveillance data and prepare daily report of cases/outbreaks
* Monitor and ensure that monitors are sending monitoring data (RCA, Observer Checklists)
* Coordinate with District Disease Surveillance Officers (DDSO) for VPD Surveillance/Linelist and triangulate with coverage data
* Using automated tools to extract data from primary and secondary sources
* Maintaining Databases and data systems – reorganizing data in a readable format
* Filter Data by reviewing reports and performance indicators to identify and correct code problems
* Preparing reports for the management stating trends, patterns, and predictions using relevant data
* Preparing presentations for the stakeholders to understand the situation and enabling them to take important decisions based on various facts and trends.

2) Organization: **The Indus Hospital (GHD- TB control program)**

Designation: **Program / Data Assistant**

Location: **District Loralai**

Tenure: 25 May 2015 to 31 December 2020. (5 years 6 months)

Job Outcomes:

* During this phase I have perform administrative support duties manage office documentation.
* Coordinate with middle level management to achive program goals and fiscal objectives.
* Keep an electronic and hard copies filing system of all necessary documents.
* Preparing the ENRS soft sheet, and reporting on weekly and monthly basis.
* Preparing the Gen Xpert soft data and reporting on monthly basis.
* Maintaing the office stock register on daily baisis.
* Carry out any other tasks assigned by , Regional coordinator.
* Facilitate social support to patients and their supporters.

3) Organization: **Taleem Foundation Grammar School**

Designation: **Accountant**

Location: Loralai

Durration: 8 Months

Job Outcomes:

* Preparing and analyzing financial records and financial statements reports.
* Maintaining office reports / files different documentation and letters.
* Handling ledger accounts and keeping the check for any invoice of payments
* Preparing school management records and database administration

4)Organization: **Egyptian Pakistan Telecommunication Services Company**

Designation: **Document Controller (Administration)**

Location: Quetta ( ufone)

Durration 6 Months

Job Outcomes:

* + Preparing the soft invoice sheet.
	+ Reporting to Head office on daily and monthly basis.
	+ Preparing office administration files.
	+ Documentation of field survey reports.
* Preparing company management records and database administration

5)Organization: **Local Governament Office**

Designation: **Internee (National Internship Program)**

Location: Loralai

Project: Governmnet of Balochstan

Durration One Year

Job Outcomes:

* Maintaining office reports / files different documentation and letters.
* Preparing office financial reports on daily and Monthly basis.
* Carry out any other tasks assigned by Assistant Director.
* Prepare and submit reports related to the activities on regular basis to the Assistant Director.

 **SKILL:**

* 6 months English language course from NUML Islamabad
* Hardware, Networking and Internet Diploma from JIIT Islambad
* Profficent user of MS Office and Internet
* Excellent communication and presentation skill .
* Command on oprating Windows .

**LANGUAGES:**

* + - English
		- Urdu
		- Pashto
		- Saraiki

**REFERENCES:**

**Dr Afrasiyab Mandokhail Divisonal Officer (WHO-EPI)**

Ph# 0332-7877599

**Mohammad Khalid Kasi Regional Coordinator (DR-TB)**

Ph# 03337916610

**Daud Akbar Branch Manager EPTSC (Ufone)Quetta**

Ph# 0333-5651575.