

Obaid Ullah



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📍 Quetta, Pakistan

Article I. OBJECTIVE

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs, Programs Certification, Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. To obtain a position in a growth-oriented company where I can utilize my administrative and analytical skills and acquire new abilities.

Article II. EDUCATION

UNIVERSITY OF BALOCHISTAN – Quetta,

M.A/MSc 2022

Graduated with honor.

UNIVERSITY OF BALOCHISTAN – Quetta,

Bachelor of Commerce, Feb 2020 Graduated with honor.

Balochistan Board of Intermediate and Secondary Education

– Quetta,

F. Sc in Pre-Engineering, December 2016

Balochistan Board of Intermediate and Secondary Education

– Quetta,

Matriculation in Science, June 2014

PROFESSIONAL EXPERIENCE



Article III. Skills

- Administration
- Administrative Assistance
- Cash Handling
- Child Protection
- Communication Skills
- Microsoft Office
- Database Management Skills
- Data Collection
- Data Maintenance
- Assignments Handling
- Accounts Administration
- Data Management

- Computer Hardware
- Data Entry Operations

Data management officer

Micromerger (Pvt.) Ltd., Quetta, Pakistan

Jan 2022 - Present

(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 Behavior Change: Child Protection: Wash**. All sub indicators are on first priority to be worked on field & data must be compiled & free of discrepancies to be utilized for further action & analysis.

Working as Data Management Officer Responsible for smooth Data and quality assurance to the donor. DataMining, Data analysis, Entry of Campaign Data and Reporting to Provincial Manage

Team Lead

- 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 field's 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



Projects

Communication Planning Assessment Tools

<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 Developing, implementing and monitoring a polio communication activities visibility plan, facilitating better understanding among partners about programmer progress, and adhere to End polio guidelines on communications and visibility Undertaking field visits to gather the information and results related to the program Assisting all components of the program producing and documenting all kinds of program reports Establishing and maintaining fully operational state-of-art program unit Providing high-quality editing and formatting for all program documents Supporting program staff in organizing and managing seminars, workshops, conferences and field visits as required Providing relevant expert services to the project management unit, program components and implementing partners on reporting and communications and act as a facilitator or trainer Providing thorough progress reporting continuous analysis of the achievements, facilitate

project review, evaluation and audits Contributing towards overall knowledge management, communications & reporting strategy and ensure implementation of the work plan with weekly, monthly, quarterly, semi-annual and annual milestone

Data Support Center Link with Emergency Operation Center (EOC)

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

- **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 Generating and Reporting to Donor.**

Article IV. Taraqee Foundation. – Quetta

Section 4.01 Social Mobilizer, June 2020 – February 2021

I am the core responsible person for the smooth execution of the routine immunization (RI) in the numerous BHUs of Quetta.

Meanwhile, coordination, regular communication and to ensure the regular activities in BHUs are the key responsibilities and duties of my job.

Article V. Fayyaz Laboratory. – Quetta

Section 5.01 Data Entry Operator, June 2017 – December 2019

Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly

Opened, sorted, and distributed incoming messages and correspondence

Purchased and maintained office supply inventories while being careful to adhere to budgeting practices

Greeted visitors and helped them either find the appropriate person or schedule an appointment

Article VI

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Excel
- Bilingual in English, Urdu and Pashto
- Web and tech savvy, require little to no training
- DIT Diploma in Information Technology
- Typing English and Urdu