QAISAR ABBAS

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Career Objective

To seek a challenging position in an established and goal-oriented organization that brings social change in society, this would greatly help in the development of a nation.

Professional Summary

With extensive and diverse 9 years of experience in reputable international and national organizations, including UNICEF, UNODC, NIPS, and University of Punjab, I have a strong background in team supervision, team leadership, content moderation, data collection, analysis, and data management. My roles have included Social media evaluator / labelling, Data collector, Query creator & Annotator, Team Supervisor, Team Lead, Content Moderator, District Survey Monitor, Quality Control Officer, Monitoring and Evaluation Assistant, and Associate Consultant, where I have demonstrated my hands-on expertise in both qualitative and quantitative aspects of content moderation, data collection and analysis. My technical skills include proficiency in survey instruments and applications such as CAPI, CAFE, ODK, and SPSS, CSPro, PowerBI, as well as self-taught experience in Google Data Analysis, Data Visualization and basic programming skills in Python. I am a highly organized, results-driven professional, with a commitment to delivering high-quality work and providing exceptional customer service.

Data Processing Assistant: (March 2023 – August 2023)

"National Survey on the Extent Patterns and Trends of Durg Use in Pakistan-2022-23", By National Institute of Population Studies **(NIPS)**

Key Responsibilities:

- Assist in the Preparation of data entry program and prepared listing program
- Revision of questionnaire after pre-testing
- Manage all data processing
- Perform data tabulation with the help of necessary tools (excel/SPSS)
- Generating the error lists with consultation of core team members, researchers and senior staff of survey.
- Check the performance of each interviewer.

- Handle all issues related to upload data and update the program in case of any changes.
- Check the entered data on daily basis and report to concerned officers.
- Assist DPM to impart training of DEO operators.
- Prepared field check tables by team and interviewer to check their performance.
- Prepared tabulation plan for report writing/ analysis.
- Prepared statistical tables whenever required.
- Prepared presentations.
- Perform any other task assigned by the higher authority.

Provincial Field Coordinator: (December 2022 - February 2023)

"Understanding the Societal and Health System Determinants Affecting Women's Health and Reproductive Well-Beings in Pakistan-2022" By National Institute of Population Studies **(NIPS)**

Key Responsibilities:

- Facilitate the field survey staff and core team.
- Contact health facilities and health professionals to be interviewed.
- Liaison with the field teams across the country/regions.
- Provide oversight and support during data collection.
- Collected bills from the field teams and maintained proper record in Excel sheet and responsible for timely clearance of bills from Accounts/ Administration Sections.
- Assisted in handling project activities and initiating the field plan.
- Receiving and issuing the Tablets and stationery items to the survey teams during training and fieldwork.
- Prepared progress report about data completion whenever required.
- Assisted in managing project files at NIPS.
- Any other task required by the management.

Junior Field Coordinator and Data Analyst: (October 2022 - November 2022)

"Delivering Accelerated Family planning in Pakistan- Flood Relief Management (DAFPAK-FRM)" By Research And Development Solution **(RADS)**, Islamabad

Key Responsibilities:

- Support the Field Coordinator and field management.
- Assist the field teams communicating with them on daily basis.
- Support field work by monitoring the field work according to plan.
- Provide oversight and support during data collection.
- Carry out the processing and cleaning of data.
- Any other task required by the management

Coordinator AJ&K & ICT: (November 2019 – October 2021)
Multiple Indicators Cluster Survey **(MICS)**, By **UNICEF** Islamabad

Key Responsibilities:

- Support in organizing of ToT and main training of AJK MICS
- Provided support to ensure training material at AJK such as printing and stationary items, anthro equipment, WQT items, salt-test and tablets, printed questionnaires for both ToT and main training
- Creating daily and weekly monitoring plans and subsequently sharing them with the supervisor.
- Monitoring of the overall coordination and management of FCs by the District Coordinator(s) as well as the Cooperating Partner(s), as per the prescribed quality benchmarks.
- Production and review of FCTs regularly for AJK and ICT, highlight the grey areas and arrange debriefing sessions with the team for data quality improvement
- Review of data quality in the field (ICT and AJK) and participate in the de-briefing sessions including mentoring of field teams
- Maintain information records in accordance with the relevant data policies of UNICEF.
- Provided support in the finalization of Tabulation plan for NMICS (Balochistan and National) and AJK
- Supporting various reviews, special studies, assessments, and evaluations with quantitative data collection from the field
- Adhere to UNICEF's relevant data policies by consistently maintaining information records.
- Provided support in final data reviewing of AJK-MICS
- Provided support in reviewing the SFR tables produce for NMICS (i.e National) and AJK
- Provided support in the preparation and finalization of Survey finding Report for NMICS (KP and National) and AJK
- Provided support in reviewing snapshots (presentations) for NMICS (Balochistan, KP, National) and AJK
- Provided technical support to review and finalize provincial tabulation plans. Also in reviewing documents for dissemination materials for NMICS (Balochistan, KP, National) and AJK
- Any other task assigned by the supervisor

Field Coordinator: (August 2018- September 2019)
Pakistan Maternal Mortality Survey: National Institute of Population Studies **(NIPS)** Islamabad

Key Responsibilities:

- Conducting Debriefing meetings with teams on daily basis.
- Meetings with local administration to ensure NOCs and Security for teams.
- Visiting the teams to ensure the quality of data on monthly basis.
- Monitoring Household lister and provide technical support.
- Maintain record of documentation and relevant filed activity
- Monitoring the field team and maintain field tour plan.
- Conducting debriefing meetings with team on daily basis.

Supervisor :(August 2017 - April 2018)
Pakistan Demographic And Health Survey **(PDHS),** By **NIPS**

Key Responsibilities:
- Review and editing of questionnaires in the Field on need basis.
- Provide support in anthropometric measurement of under five children and eligible women.
- Maintain supervisor control sheet.
- Prepare field visit report.
- Monitoring the field team and maintain field tour plan.
- Conducting debriefing meetings with team on daily basis.

Focal Person: (June 2017 – July 2017)
Institute Of Social And Culture Studies, University of Punjab
"Evaluation Of Maternal & Child Health Week" Funded by **UNICEF**

Key Responsibilities:
- Conduct focus group discussion with lady health supervisors (LHS)
- Collect Qualitative data from lady health workers and lady health supervisor.
- Maintain the tour plan of field teams.
- Monitoring the collection of quantitative data of field teams.
- Provide accommodations and transportation to the field teams.
- Compiled data and report writing

Quality Control Team Supervisor: (June 2016 – May 2017)
Multiple Indicator Cluster Survey **(MICS),** By **UNICEF**

Key Responsibilities:
- Provide technical support in the completion of Secondary editing
- Supporting core team in the finalization of tabulation plan and report writing
- Production of FCTs with the support of UNICEF office
- Provided support to Data Processing team in reviewing the data set
- To provide technical support to field teams in different districts of GB
- Resolve technical issues regarding questionnaire and other field related Challenges
- Develop and maintain strong coordination with key stakeholders in the district e.g. district administration, education department, and other line departments for success of survey
- Review and editing of Field data on need basis
- Provide technical Support to field team in Anthropometric measurement of under five children
- Prepare field visit report
- Conducting debriefing meetings with teams.
- Successfully completed 15 days of pre-testing/ training of trainers
- Provided support to the Main Trainers in the main training and conducting group work exercise during training
- Supported in the reviewing and formatting of main report tables

Vice Principle: (June 2013 - May 2015)
Al Mustafa Public School And College, Gilgit

Key Responsibilities:
- To apply the leadership skills to upgrade the academic excellence.
- Administrative as well as academic expertise in the enhancement of the overall activities of the institution.
- Must have learning strategies in diversified form.
- Adopting and working towards the implementation of the school development plan of the particular school they are giving service in;
- Assigning work, correcting and marking work carried out by his/her students;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice
- Conduct regular parent teachers' meetings

Field Supervisor: September 2012- April 2013
Pakistan Demographic And Health Survey **(PDHS),** By **NIPS,** Islamabad

Key Responsibilities:
- Review and editing of Field data on need basis.
- Supported Measurer in anthropometric measurement of under five children and eligible women.
- Maintain cluster control sheet
- Maintain supervisor control sheet
- Maintain log book of vehicle
- Prepare field visit report
- Monitoring the field team and maintain field tour plan

Qualification

- **B.sc (honor's),(Economics)** from Karakorum International University. (2007-2011)
- **H.S.S.C Pre Engineering** from Army Public School and Colleges, Jutial, Gilgit. (FBISE in 2006).
- **S.S.C** from Army Public School and Jutial, Gilgit. (FBISE in 2004).

Research Work

- Performed a research thesis on "Potential of Tax Revenue in Gilgit-Baltistan"
- Performed research report on "Income Level and Consumptions on Mobile phones study in Danyore, Sonikot and Khomer Region".
- Research report on Impact of "KKH on Gilgit-Baltistan Economy"

Professional Skills & Qualities

- Ability to take initiative, work under stress, strong managerial, creative and efficient.
- Strong computer skills and strong expertise in statistical analyses, and Data visualization (familiarity with data processing and data analysis software, particularly SPSS, Phthon programming, Excel)
- Effective communication, analytical and leadership skills.
- Strong interpersonal skills to effectively deal with people across boundaries, cultures and organizations learned through this professional experience via active participations in core group meetings, general discussions, teleconferencing, videoconferencing and live meetings.
- Self starter, capable of working independently.
- Team player, able to maintain healthy & cooperative relationship with seniors & colleagues,
- Dedicated, committed and responsible to continuous development of the organization
- Supportive, neutral in decision making and hold capabilities to manage complex situations
- Flexible, ability to adjust according to changing circumstances
- Ability to handle different working conflicts situations
- In-depth understanding of Result-based monitoring
- Ability to use innovative approaches during work
- Ability to learn professionally as well as personally
- Hold ownership towards organizational values and issues

Computer Skills

- Word Processing: MS Word, MS Excel, MS Power Point
- Proficiency in usages of SPSS, CSpro, Software for Qualitative Research
- Python Programming using different Libraries like Pandas, NumPy, Matplotlib, Seaborn, Plotly, VSCode, Jupiter notebook, Annaconda
- Proficiency in Installation of Softwares
- Proficiency in usage of Printer
- Internet/e-mail browsing

Language Proficiency

- National language Urdu
- Can write and speak fluently English
- Can understand Punjabi, Pahari, Gojari
- Shina

Reference

Will be provided on demand