


<b>CURRICULUM VITAE</b>				
  <b>Brief Summary/Profile</b>	<b>RAJA SADAT SHERAZ</b> <b>(Team Lead / Data Analyst)</b>			
	<p>Data Analyst / Team Lead at MicroMerger IT Solutions, Islamabad. The Main responsibilities are Data Analysis, Management, Field Monitoring, Report Writing, manage internal and external communications with the National Emergency Operation Centre (NEOC), National Stop Transmission of Polio (NSTOP), UNICEF, and WHO Officials.</p> <p>Analysis of the bulk data set of Integrated Disease Information Management System (IDIMS), Missed Children Tracking Data Base (MCTDB) National Emergency Operation Center (NEOC) Polio Eradication Initiative. Determines the trend of Persistently Miss Children (PMC) in various polio vaccination campaigns. By utilizing different graphical methods and statistical tests for measuring the trends.</p> <p>Estimate the vaccinated children Ratio, Missed Children Ratio, etc. at Province, Distract, Union Council, and Area in charge wise. Measured the efficiency, reliability, and consistency of administrative Data (MCTDB), Market Survey, Pre-Campaign Monitoring, Intra Campaign Monitoring (ICM), Post Campaign Monitoring (PCM) AFP Surveillance, Environmental Surveillance, and Lot Quality Assurance Survey (LQAS) etc.</p> <p>My goal is to leverage my experience, motivation, teamwork skills, and professionalism to build my career in BIG Data at the global level and to contribute towards creative solutions based on effective knowledge management.</p>			
<b>Expertise and Skills</b>	Software Skills: (i) MS Excel Dashboard & Pivot Table, (ii) ArcGIS for Mapping, (iii) Management Information System (MIS), (iv) Power BI, (v) PowerPoint, (vi) Tableau, (vii) Adobe illustrator, (viii) Epi Data.			
<b>Name of Organization</b>	Micromerger Pvt. Ltd			
<b>Nationality:</b>	Pakistani			
<b>Contact Information:</b>	Email: <a href="mailto:Sadatsheraz1998@gmail.com">Sadatsheraz1998@gmail.com</a>			
	Phone: +92-311-5266614			
<b>Geographical Work Experience and exposure:</b>	<p>For Maps using ArcGIS Software for a variety of tasks:</p> <ul style="list-style-type: none"> <li>• General map creation (National Provincial &amp; UC Level).</li> <li>• Analysis</li> <li>• Data Conversion</li> <li>• Editing Shape files</li> <li>• Data Management (i.e., creating and organizing geodatabases in ArcCatalog)</li> </ul>			
<b>Language Skills:</b>	Language	Speaking	Reading	Writing
	English	Fluent	Excellent	Excellent
	Urdu	Excellent	Excellent	Excellent
	Punjabi	Excellent	Excellent	Excellent
<b>Educational &amp; other Qualifications:</b>	Education			
	<b><i>Degree/Certificate</i></b>	<b><i>Institute</i></b>		<b><i>Year</i></b>
	<u>BA</u> <b>(Basics of Information and Comm. Technology)</b>	Allama Iqbal Open University, Islamabad		2018
	<u>Master</u> <b>(Information Sciences and Library Sciences)</b>	Allama Iqbal Open University, Islamabad		2023

Period	Name of Activity/Project/Funding organization/ Name of Organization	Job Title and Activities undertaken/Description of actual role performed
<b>Jan-2017 to Onward</b>	<b>Micromerger Pvt. Ltd</b>	<ul style="list-style-type: none"> <li>• <b>Team Lead / Data analyst / DVA</b></li> </ul>
<b>Jan-2013 to Dec-2014</b>	<b>Mir Traders Pvt. Ltd.</b>	<ul style="list-style-type: none"> <li>• <b>Data Entry Operator</b></li> </ul>
<b>Jan-2015 to Dec-2016</b>	<b>Taimoor Traders Pvt. Ltd.</b>	<ul style="list-style-type: none"> <li>• <b>Data Entry Operator</b></li> </ul>
<ul style="list-style-type: none"> <li>• 1. Estimate the vaccinated children Ratio, Missed Children Ratio, etc. at Province, Distract, Union Council, and Area in charge wise. Measured the efficiency, reliability, and consistency of administrative Data (MCTDB), Market Survey, Pre-Campaign Monitoring, Intra Campaign Monitoring (ICM), Post Campaign Monitoring (PCM) AFP Surveillance, Environmental Surveillance, and Lot Quality Assurance Survey (LQAS) etc.</li> <li>2. Reporting to senior management regarding Polio campaign on regular basis.</li> <li>3. Performed data validation, report creation, system testing, data extracts and personnel training.</li> <li>4. Daily tasks involved extensive use of MS Excel and MS PowerPoint</li> <li>5. Assisted District Coordinator and Management Team with research and data analysis.</li> <li>6. Consistently self-managed and independently motivated ahead of expectations in providing new data solutions to company.</li> <li>7. Guided and mentored junior staff and provided expertise to software development team.</li> <li>8. Strong analytical, IT knowledge and interpersonal skills.</li> <li>9. Data Analysis using Pivot Table and Dashboard</li> <li>10. Preparation of campaign plans of high-risk UCs and tracking out the activity</li> <li>11. Collecting and compiling data.</li> <li>12. Creating Maps Using ArcGIS Software for Overall Pakistan or as per requirement of Management.</li> </ul>		
<b>References:</b>	<ol style="list-style-type: none"> <li>1. <b><u>MR. SHAHID IMRAN KHAN</u></b> Monitoring and Evaluation Coordinator, Polio Eradication Program, WHO Pakistan Phone: +92 (0) 51 8432 425 (O), +92 345 502 9116</li> <li>2. <b><u>MR. HAYAT KHAN</u></b> Monitoring and Evaluation Coordinator, Polio Eradication Program, UNICEF Pakistan</li> <li>3. <b><u>MR. UMER YOUNAS</u></b> Project Manager, Data Support Centre, Islamabad (MicroMerger Pvt. Ltd.) Phone: +92-317-1544792</li> </ol>	