RIAZ AHMED

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# CAREER OBJECTIVE

Seeking a challenging position in competitive organization having dynamic environment that allows me to contribute my knowledge, my creativity, and most of all, my endless passion.

# PROFESSIONAL EXPERIENCE (Public Health-NGO)

1. **Working as District Data Visualization and Infographic Officer** at ERU GUJRO, District East, Karachi from 15th Dec 2023 to till now with (In contract with ComNet).

* Collecting, Cleaning & Analyzing Diverse Data Source for evidence-based decision making in District
* Create and Implement visualization tools to convey insight to Stakeholders
* Collaborate, establish KPIs & Develop Dashboards for Regular Progress Updates, while ensuring data accuracy, providing training & refining visualization strategies as needed.

## Job Responsibilities

1. **Working as Town Communication Officer** at District Korangi Karachi from 1st July 2016 to till now with UNICEF Pakistan (In contract with Comnet)

## Job Responsibilities

* Monitoring and providing Supportive Supervision before, during and after Polio Campaign at Malir Town
* Directly Reporting to DC Korangi and Team Leader UNICEF Sindh
* Arrange trainings for CHWs and Area Supervisors before Polio Campaign and conduct technical sessions of training like; VVM, IPC, Vaccine Management, how to vaccinate children, Routine immunization & data tools etc
* Fulfilling gape of staff shortage in UCs & arrange interviews if there is requirement
* Support in preparing Microplan of different UCs
* During Polio Campaign monitor deployment status of all UCs, Security issues, Support in keeping the quality of work up to the standard by getting maximum number of clusters and tight Supervision and control
* In evening meeting discuss daily issues at Town office with THO & concerned UCCSOS
* In evening meeting at DPCR discuss daily issues at With DC Korangi, THO, PEO and other concerned staff
* After polio Campaign Catchup activities are performed to get vaccinating every children
* LQAS conducting after Polio Campaign as per NEAP Policy
* After campaign continuously work on still missed children (NA & RF) till next Polio Campaign

1. **Worked as Data Support Officer (DSO)** at District Central Karachi from 15th Dec: 2015 to 30th June 2016 with UNICEF Pakistan (In contract with Comnet)

## Job Responsibilities

* Support in preparing Data reporting tools prepared during & after polio Campaign like; 2B Forms and missed children Log Book of 07 CBV UCs of North Karachi
* Collecting and submitting the same data at Data Support Centre of all CBV UCs
* Analyzing data of Target children, coverage of children & missed children during and after polio Campaign
* Support in Updating data in IDMs at town level
* In continuous follow up throughout the month for missed children Coverage (NA & RF) and reporting to DSC & Data Analyst.

# BANKING EXPERIENCE

## (Allied Bank Limited from 1st April 2010 to 31 Dec 2014)

1. “Relationship Manager/Credit Appraisal Reviewer-Commercial & Retail Assets” at Allied Bank Limited, Regional Office Sukkur.

## Job Responsibilities

* Looking after and managing the total advance portfolio of the region.
* Handling asset / credit portfolio of the Region under the supervision of Regional Head/Business Head and attract new customers to achieve targets.
* Meeting with the customers to analyze their financial needs.
* Evaluating, screening and drafting proposals based on strict guidelines and ensures decisions are in line with the risk management policies by maintaining the turnaround time
* Ensure quality of decision making to agreed standards
* Compliance of deficiencies at glance from RCAD to branches.

# PROFESSIONAL TRAINGINGS

* Attended Two Days training on “MONITORING & LQAS SURVEYOR” by national Emergency operation centre for polio eradication.
* Attended Three days training on complete polio program(NEAP 2016-17)covering following topics Routine Vaccination, Cold Chain Management, IPC, Data Tools(2B Forms & Log Book etc).Also provided same trainings to CHWs & Area Supervisors.
* Attend 2 days training workshop on Family Planning & HIV/AID on 23rd 24th April-2004 organized by RTI Sukkur.
* Attend 5 days training workshop on Gender & Development from 26-30 August 2003 organized by Church World Service - Pakistan.
* Attend 2 days training workshop on Gender Issue from 19-20 Feb-2000, organized by Takhliq Foundation, Karachi.
* Five days course of “Credit Analysis & Risk Management”
* One day course of “Early Warning Signals of Problem Loans and Re-Schedule.
* Have attended one day workshop on “Money Laundering” at Institute of Bankers of Pakistan, Karachi.
* One day course of “Analysis of Financial Statements” ,One day course of “KYC Combat Kit”,Two days course of SBP Lending Regulations
* Attended and passed out the initial training programs i.e. general banking for 3months at MDC

# EDUCATION

## Master of Business Administration

Major: General Year: 2010

From: Qauid-i-Azam University Islamabad

**Bachelors of Business Administration** Major: Marketing (Position Holder CGPA4/4) Year: 2007

From: Shah Abdul Latif University Khairpur

**IBP Diploma** (Two Stages) Year: 2013

From: Institute of Bankers Pakistan

# KNOWLEDGE & SKILLS

* Learnt how to listen to the needs of others and provide proper support
* Experience of dealing effectively with a variety of customers through working
* Gained insight to work in teams
* Ability to work independently under pressure with responsibility on time
* Ability to plan, organize and keep going when things get difficult
* Learnt to speak efficiently in formal meetings
* Excellent command over MS Office tools.
* Effective presentation and leading skills.
* Outstanding communication interpersonal and management skills.
* Frequency in English, Urdu and Sindhi languages.
* High confidence level.

# INTERESTS

* Always ready to participate in events like seminars
* Internet Surfing
* Keep fit and healthy by doing regular exercise and playing sports
* Watching movies and listening to music
* Reading books
* Attending social gatherings & making good relations
* Traveling

# PERSONAL PROFILE

Father Name : Muhammad Sachal Surname : Khoso Baloch Date of birth : 10th May 1985 CNIC# : 45203-7868366-5

Nationality : Pakistani Religion : Islam Marital Status : Married

**REFERENCE:** Will be provided on demand