Roman Ali Shah

S/O Akhtar Ali Shah

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**Career Summary**

I want to work honestly for the achievement of organization goals and objectives, to work in innovative environment to proceed towards the organization mission statement in accordance with organization policy and to prove my skills by promoting and gaining experiences through different applications and processes. To take active part in friendly environment to reach towards success.

## Professional Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Marks** | **Passing Year** | **Board/Institute** |
| **BS (Computer science)** | **2835/4300** | **2021** | **UST Bannu** |
| **DAE** | **2467/3450** | **2016** | **KPBTE Peshawar** |
| **S.S.C Science** | **715/1050** | **2013** | **BISE Bannu** |
| **DIT** | **1097/1400** | **2016** | **KPBTE Peshawar** |
| **PTC** | **578/900** | **2015** | **AIOU Islamabad** |

**Professional Experience**

**Organization : Pakistan Red Crescent (PRCS) Designation : Database Assistant**

**Project : Mobile Health Team Duration : 01.01.2021 to 31.12.2022**

***Location : Bannu***

# Main Responsibilities

* I Organized the data for analysis by identifying relevant information, using software to extract it from databases, and compiling it for presentation to organization
* I Resolving data discrepancies and problems with formats that prevent the data from being analyzed effectively
* .
* I updating databases with current information such as Patient records and keep it in personnel files.
* I Create charts, graphs, and reports based on data analysis such as Patients Diagnoses.
* I organizing and storing data in an electronic format so that it can be accessed quickly and easily when needed.
* Weekly plan for MHT Team
* Data Entry of all day work OPD
* Check and balance of Medicine in the warehouse
* Verify data and correct data where necessary
* Obtain further information for incomplete documents
* Update data and delete unnecessary files
* Combine and rearrange Data from source documents where required
* Enter data from source documents into prescribed computer database, files and forms
* Scan documents into document management systems or databases
* Check completed work for accuracy
* Store completed documents in designated locations.

**Organization : Pakistan Red Crescent (PRCS) Designation : Database Assistant**

**Project : RELIEF Project Duration : 13.11.2018 to 31.08.2018**

***Location : Bannu***

# Main Responsibilities

RELIEF 3-Thematic areas (protection and livelihoods) I am associated with PRCS Bannu

As assistant Database officer based in Bannu. It’s a diversified position that requires a lot of hard work and ultimately makes me to work under stress. RELIEF 3 is a project that is design to support the IDPs in protection and livelihoods thematic areas. This project consisting a lot of data entry, data analysis and reports compilation against data.

* Main responsibilities
* Data entry and data analysis
* Extract results from data base
* Reports generation against data
* Coordination with livelihoods and protection teams for data
* Field visits with MEAL Officer for data validation and data verification.
* Coordination with project officer for collation of project Beneficiaries data.
* Data Collection Data analysis and data tracking of the project beneficiaries.
* Prepare social reports from gathered data and information.

**Organization : Pakistan Red Crescent (PRCS) Designation : District Warehouse Assistant**

**Project : RELIEF Project**

**Duration : 26.08.2019 to 31.10.2019**

***Location : Bannu***

# Main Responsibilities

GOODS IN

* + Loading and unloading goods from delivery vans or Lorries.
  + Checking that the correct quantity and type of goods have been received.
  + Recording any damaged, missing or faulty goods.
  + Signing the delivery form, once satisfied that the goods are complete.
  + Moving the goods to the correct area in the warehouse, either manually or using mechanical handling Equipment.
  + Labeling goods.

**Organization : WHO (Polio) Apex Designation : Area Field Monitor. (AFM) Project : WHO**

**Duration : Dec 2019 to Dec 2020**

***Location : Bannu***

# Main Responsibilities

* Time management
* Coordination among enumerators and assist other team members in problems
* Rapport building in community and households and Local norms to be followed
* Be punctual in field
* Confidentiality should be maintain
* Complete daily target
* Keep your personal phone/cell On
* Immediate contact with supervisor in case of any trouble
* Meeting with supervisors in morning and evening
* Confirm data uploaded at the end of each day
* If monitoring is planned then “save forms in edit”
* Must follow instruction of supervisor

**Organization: Pakistan Red Crescent (PRCS) Designation : Voluntarily services**

**Project : Humanitarian organization Duration : 2017 to till date As Volunteer**

***Location : Bannu***

* Assessment for Hygiene Kit.
* Hygiene Kit Distribution in Different locations.
* Covid-19 screening.
* Installation of hand Sanitizer Tank.
* Awareness Campaign about Covid-19.
* Arrange sports Activates for Disable persons.
* Food Items Distribution.
* Monitoring Assistant In LLIN Project (Additional task).
* Ramzan Dasterkhon.
* Assessment for Food Items.
* Plantation Drive in Different locations.
* Dengue Awareness campaign in Different locations.
* Umbrella Distribution in Different locations.

## Computer Literacy

* MS Office Application
* Reporting
* Internet Application
* Report Writing
* MS Office (MS- Word / MS-Excel Power point.
* Internet surfing& browsing
* HTMAL

## Language

|  |  |  |  |
| --- | --- | --- | --- |
| * **READ** | **WRITE** | **SPEAK** | **UNDERSTANDING** |
| * **English** | Easily | Conversational | Full Knowledge |
| * **Urdu** | Easily | Fluent | Full Knowledge |
| * **Pashto** | Easily | Fluent | Full Knowledge |

**Certification**

* + Basic first aid training.
  + Advance first aid training in Pakistan Red crescent.
  + Disaster response different trainings.
  + Communication training for volunteer.
  + Integrated and vulnerability capacity assessment training.
  + Participated in Climate Volunteer Campion’s.
  + Technical Guidelines for inclusion in HelpAge international.

Humanitarian inclusion standard for older people & people with disability

**REFERENCES:**

**Ref As per Need.**