



M. SAAD AWAN

Experienced data expert with a strong background in data collection, analysis, and interpretation. Proficient in using statistical and analytical tools to extract valuable insights from complex datasets. Adept at presenting findings in a clear and actionable manner to support informed decision-making. Collaborative team player with a proven track record of contributing to improved business operations. Dedicated to delivering data-driven solutions that drive organizational success.

My Contact

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📍 Peshawar, Pakistan

Hard Skill

- Data Analysis tools
- Microsoft Office (Excel, Word, PowerPoint)
- Graphically Presentation of data
- DHIS2 Software
- SPSS (Statistical Software)
- Word Press (Website Building Software)

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Language

- English fluent
- Urdu fluent
- Pashto fluent

Education Background

- MS Degree in Software Engineering
Completed in 2022
- Masters Degree in Computer Science
Completed in 2016
- Diploma in Information Technology
Completed in 2021
- Diploma in Professional Teaching
Methodologies and Ethics
Completed in 2019

Professional Experience

Working in the **Provincial Office of Health Department of the Government of Khyber Pakhtunkhwa** as a **Computer Operator** for the Integrated Disease Surveillance & Response System KP (2019 – till date)

Key Responsibilities

- Responsible for Provincial communicable diseases data analysis (Data collection, Cleaning, and Analysis).
- IDSRS weekly bulletin generation (100+ weekly bulletins generated)
- Daily situation reports generation of IDSRS notifiable diseases when an outbreak occurs.
- To provide training to the employees concerned with data management.

Worked with **Peshawar Medical College**, as an **Assistant I.T Manager** (2013-2019)

Key Responsibilities

- In charge of a computer lab and faculty laptops.
- Compiling and making exam results.
- Making internal assessments for students.
- Record keeping in soft form.
- Facilitate Senior Doctors Faculty (PhD's, Assistant Professors)
- Notifications making.
- Supervision of support staff.

Achievements

- Received appreciation certificate for work dedication from the National Command and Operation Center (NCOC), Islamabad Pakistan.
- Multiple certificates of training have been awarded to me from the World Health Organization, the National Institute of Health Pakistan, and the Health Department of the Government of KP for successfully facilitating training on data reporting mechanisms.
- Designed and developed departmental websites for Peshawar Medical College.