

# Safdar Ali Shah

Project Coordinator | Data Analysis | Administration | Monitoring & Evaluation

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## Professional Summary

Experienced Project Coordinator and Data Analyst with over 10 years of experience in project coordination, data analysis, and administration. Expert in data management, visualization techniques and software such as Power BI and Tableau. Key achievements include transforming complex data into visually compelling visualizations, coordinating and managing various field surveys, and providing timely data for quality reports. I am seeking a position where I can leverage my skills to support the company's objectives and mission.

## QUALIFICATION

### Master of Political Science

Gomal University, D.I.Khan  
(2018 – 2021)

### Master of Computer Science

Abasyn University, Peshawar  
(2013 – 2015)

### B.Sc ( Computer Science )

University of Peshawar  
(2010 – 2012)

### F.Sc ( Computer Science )

Ppc School & College, Peshawar  
(2008 – 2010)

## DIPLOMA

### Diploma in I.T

B.T.E, Peshawar  
(2012 - 2013)

### Diploma in Safety Officer

T.T.B, Peshawar  
(2014 – 2015)

### Certificate in Office Automation

Aptech Institute of I.T, Peshawar  
(01-07-2011 – 30-09-2011)

## SKILLS

Computer Literacy  
Data Analysis / Management  
Data Visualisation Techniques  
Monitoring & Evaluation  
Administration & Logistics  
Communication & Reporting  
Drafting & Documentation  
Office Management  
Graphic Designing

## EXPERIENCE

### Partners in Development Project Coordinator

Peshawar, Pakistan  
17-10-2022 – 29-12-2023

- \* I was a full-time Project Coordinator for Partners in Development (PID) Planners & Engineers on the National Highway Authority's "Road Asset Management System (RAMS)" project.
- \* Assist the Project Team Leader with a variety of project-related matters, keep an eye on the project's development, and address any problems that may come up.
- \* Manage the project's necessary human resources and plan the tasks associated with project management.
- \* In addition to creating and maintaining thorough project documentation, plans, and reports, oversee and manage a variety of field surveys.
- \* Putting together the required meeting presentations and arranging, and taking part in meetings, as well as recording and monitoring significant decisions and activities that come out of them.

### Human Resource Development Center Sub-Divisional Coordinator

SD Bettani, Pakistan  
17-02-2022 – 15-10-2022

- \* I worked as a full-time Sub-Divisional Coordinator for Sub Division Bettani, Lakki Marwat under the "Fata Development Program (FDP)" Project of GIZ Pakistan and served as the main point of contact for Sub Divisional Education Officer (SDEO) coordination in order to implement Fata Development Program technical assistance activities at the Sub Division Level and to offer guidance in Sub Division Level planning and coordination.
- \* In order to exchange information on sub-division level performance indicators, plan and attend sub-division level meetings with the Assistant Sub Divisional Education Officer (ASDEO) and the Deputy District Education Officer (DDEO).
- \* Assist SDEO technically with data analysis so they can get ready for the SD Steering Committee meetings.
- \* Assist Elementary and Secondary Education Department (E&SED) delivery teams in implementation of SD-level activities, including activities under the Sub-Divisional Education Plan, feedback on capacity-building events and workshops, the collection of data for research, monitoring and evaluation activities and support communication functions by sharing success stories, photographs and the dissemination of important updates from E&SED.

### Interactive Research and Development (IRD) Data Associate

Peshawar, Pakistan  
08-11-2021 – 31-12-2021

- \* IRD Pakistan's "Pakistan Deworming Initiative" project employed me as a full-time Data Associate, where I was in charge of creating and managing the Management Information System (MIS) for the project as well as other nutrition-related tasks.
- \* collecting, confirming, purifying, and organizing data from many sources, such as paper-based deworming training attendance records of public and private school teachers.
- \* interpreting information, applying statistical methods to analyze findings, and generating continuing reports.

## **Indus Hospital & Health Network**

### **Project Assistant**

**Mardan, Pakistan**

**21-04-2021 – 31-10-2021**

- \* I was employed as a full-time Project Assistant for the COVID-19 response mechanism under the Indus Hospital and Health Network's "Infection Prevention and Control (IPC)" project.
- \* I worked closely with the District Focal Person (DFP) to facilitate the implementation of project activities, data collection and input, documentation, and capacity-building activities.
- \* Assist the District Focal Person in establishing documentation for project activities, carrying out program operations at the field level, and maintaining accurate records of project files and other official papers.
- \* Assist the District Focal Person by organizing data and other pertinent information in a timely manner and supplying data for quality reports in a timely manner for the preparation of monthly, biannual, and annual reports.

## **CHIP Training & Consulting (Pvt) Ltd.**

### **Data Support Officer**

**Bannu, Pakistan**

**04-12-2017 – 31-03-2021**

- \* I worked for UNICEF Pakistan under a CTC contract as a full-time Data Support Officer (DSO) for District Bannu, overseeing the third-party management of UNICEF Project "Communication Network (COMNet)" for the Polio Eradication Initiative (PEI) in Pakistan.
- \* Worked closely in tandem with the government, WHO, EPI, and Health throughout the entire planning and execution process for the district's routine immunization (RI) program and polio campaign.
- \* Visit each health facility, keep an eye on the UC-level staff (UC Communication Officers and Social Mobilizers), analyze campaign statistics, and provide on-the-spot training if there are any differences.
- \* Assist the District Health Communication and Support Officer (DHCSO) in developing the district-level budgeted and non-budgeted community engagement plan and, following the scheduled activity, provide a brief report for submission to UNICEF high-ups.
- \* I worked on the Bannu Division's PowerPoint presentation for the Divisional Task Force Meeting (DTF) in collaboration with the WHO's Program/Data Assistant (PDA).
- \* Keep track of data entries in online polio forms and gather information from the UC-level for campaign planning before submitting them.
- \* Create a weekly and monthly attendance report after tracking staff attendance via SMS each day.
- \* Complete other responsibilities, such as administrative work, as needed to assist the team.

## **World Health Organization**

### **Data Assistant**

**Lakki Marwat, Pakistan**

**07-09-2015 – 24-11-2017**

- \* I worked for the Polio Eradication Initiative (PEI) Pakistan as a full-time Data Assistant for District Lakki Marwat in the District Polio Control Room (DPCR), overseen by the Polio Eradication Officer (PEO)-WHO.
- \* Worked closely in tandem with COMNet, EPI, Health, and the government throughout the entire planning and execution process of the polio campaign.
- \* In order to process and enter the data into databases, follow up with the relevant staff (UC Polio Officers and Temporary Tehsil Monitors) and consolidate all of the district data.
- \* Help obtain data on the district's polio campaign coverage and compile and communicate it with the Program/Data Assistant (PDA) on a daily basis.
- \* Keep up with the necessary computerized campaign data information system updates.
- \* Complete administrative assistance is given, drafts and reviews of communication.

## **Pakistan Logistics Cell**

### **Admin & Logistics Officer**

**Peshawar, Pakistan**

**20-05-2013 – 28-08-2015**

- \* I worked part-time as an Administration and Logistics Officer for the Pakistan Logistics Cell Peshawar branch, where I oversaw office supply inventories, placed orders, and maintained and updated branch databases for the organization.
- \* As needed, work with the warehouse employees and office assistants to maintain and update the stock register, which lists the items kept in the warehouse.
- \* Distribute and file communications (such as letters, emails, and packages), make sure that monthly attendance and leave records are kept accurately, and work with the relevant management to plan next steps.
- \* Support team members with their administrative needs, keep an up-to-date roster of employees, and keep an eye on attendance and leave policies.
- \* Organize the filing of all reports in both print and electronic modes.