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| **Personal Details** | | | | | | | | | | | | |
| **Surname:** | | | Sana | | | | | | **Title: (Mr/ Miss/ Ms/ Mrs):** | | | Mr |
| **Forename/s:** | | | Ullah | | | | | | | | | |
| **Address:** | | Pakistan, Khyber Pakhtunkhwa, Peshawar Warsak Road Sufaid Sung. | | | | | | | | | | |
| **Postcode:** | | 25000 | | | | **N.I no:** |  | | | | | |
| **Telephone (home):** | | | |  | | **Telephone (work):** | | | |  | | |
| **Mobile Number:** | | | | 0092-91-3339910628 | | **May we contact you at work?** | | | | | Yes | |
| **E-mail:** | Sana90.376@gmail.com | | | | **Skype:** | | | +92913339910628 | | | | |  |

**CURRICULUM VITEA**

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| **Nationality, Residency and Passport Information** | |
| **Nationality:** | Pakistani |
| **Passport No:** | ES2741692 |
| **Date of Expiry of Passport:** | 23 August 2033 |
| **Date of Issue of Passport:** | 25 August 2023 |
| **Passport Issuing Authority / Place of Issue:** | Pakistan |
| **Place of Birth:** | Peshawar, Pakistan |
| **What is your current country of residence?** | Peshawar, Pakistan |
| **Date of Birth** | 24th April 1990 |

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| **Qualifications & Training** |

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| **Dates of Education** | March/April, 2006 |
| **Place of Education/ Training** | Board of Intermediate and Secondary Education Peshawar, Pakistan |
| **List of Qualifications/ Courses Completed** | **Secondary School Certificate (Matric)** in Science Subject achieved **656** marks out of **1050** and has been placed in Grade ‘**B**’ representing ‘**Very Good’** |

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| **Dates of Education** | May, 2018 |
| **Place of Education/ Training** | Board of Intermediate and Secondary Education Peshawar, Pakistan |
| **List of Qualifications/ Courses Completed** | **Secondary School Certificate (F.A )** in Humanities Subject achieved **691** marks out of **1100** and has been placed in Grade ‘**B**’ representing ‘**Very Good’** |

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| **Dates of Education** | September 2012 |
| **Place of Education/ Training** | Islamia College Peshawar, Peshawar |
| **List of Qualifications/ Courses Completed** | **Bs Computer Science (4-years Hons)** scored **3.23 CGPA** out of **4.00** and has been placed in Grad ‘**A’**.  Total Credit Hours Earned: **136** |

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| **Professional Qualifications** |
| **ACADEMIC QUALIFICATIONS**  **Certificate/Degree Marks/CGPA Percent Year Board/ University**  **BS.CS (Hons)** 3.23/4.00 80.8% 2012 Islamia College Peshawar (CU)  **F. A. (Inter Science)** 691/1100 62.8% 2008 Peshawar BISE  **SSC (Science)** 656/1050 62.4% 2006 Peshawar BISE  **KNOWLEDGE & SKILLS AREAS**  ❖ Administrative Scales  ❖ Professional Practices IT  ❖ Data Analysis in Excel, QGIS & Tableau  **TECHNICAL SKILLS**  ❖ Languages: SQL, Oracle 10g  ❖ Methodologies: UML, Design Patterns  ❖ Tools: Dreamweaver CC 2017, Photoshop CC 2017  ❖ Databases: Microsoft SQL, Microsoft Access, Oracle, MS-Excel    **OTHER SKILLS**  ❖ Data Analysis  ❖ Communication Skills  ❖ Managerial Skills  ❖ Presentations  ❖ Typing 60 WPM  ❖ Microsoft Office  **CERTIFICATION**   * ORACLE Developer from SUBHASH Education Complex Peshawar. * Information Security Awareness Training Information Security Awareness Fundamental & Advanced Course Certificate – Online Course * Ms Office from APTECH Institute of IT Peshawar. * Graphic Designing from APTECH Institute of IT Peshawar. * Computer Hardware from APTECH Institute of IT Peshawar |

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| **Employment History/Work Experience** | |
| **Dates of Employment** | 1st January 2015 to till date |
| **Name and address of company** | RIZ Consulting  H-11, Street 29, F-6/1, Box 1516, Islamabad, Pakistan |
| **Job Title** | Program Associate |
| **Summary of Duties and Achievements/ Experience** | * Collecting, organizing, reviewing, and extracting valuable information from multiple data sources (All Program sections: SIAs, Surveillance, PEI-EPI Synergy, Security and Polio Plus) * Data Collection, Analysis, Drafting and distribution of standard reports / Presentations (SIAs – All phases, Health camps, Intensified Outreach activities). * Work strategically to identify the need for system or process changes (Risk Assessment, Resource analysis). * Develop strong working relationships with National, Provincial and District level to provide Information / Data effective, timely and accurate deliverables while maintaining data integrity (Multi-layered, Multi-Organizational) * Ensure that key processes are operating as expected, and issues are identified and resolved in a timely manner (NEAP/Process Indicators) * Extensive follow up with districts for timely provision of pre-campaign activity status and its entry in IDIMs. After collection of pre-campaign activity status, share the same in proper report format with TFP KP and rest of the core team of EOC KP, this includes readiness status, results of the MPQAs conducted and scope of GCSS in the districts. * During Intra-campaign phase maintain close liaison with the DEOCs to collect hourly updates from campaign districts regarding deployment of UCMOs, AICs and Teams (Mobile, Fixed. Transit and roaming) at UC level and actual deployment of security personnel with the teams against planned. * Support Technical Focal Person (TFP) KP in performing day to day activities at EOC and maintain record of all relevant communications and presentations delivered by TFP KP, provide support specific area data analysis prior to the field visits by TFP KP. * Collect and maintain SIAs files, Budgeting Summaries, letters and Notifications, provide support in finalizing the PEI program budget and its submission to finance department. * Follow-up of the pendency with the districts |
| **Reason for leaving** | Still working |
| **Notice Required** |  |

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| **Dates of Employment** | December 2012 to May 2013 |
| **Employers Name** | **Vision International Software house** |
| **Name of Business**  **Address** | FF-711 Deans Trade Centre Islamia Road Peshawar Cantt, Khyber Pakhtunkhwa, Pakistan |
| **Job Title** | **Database Developer** |
| **Summary of Duties and Achievements/ Experience** | 6 Months Internship. |
| **Reason for leaving** | Internship period completed. |

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| **Dates of Employment** | January 2013 to January 2015 |
| **Employers Name** | **Lamar Degree College of I.T & Management Science Peshawar** |
| **Name of Business**  **Address** | 1-New Arbab Colony, Abdara Road Peshawar, Khyber Pakhtunkhwa, Pakistan |
| **Job Title** | **Computer Science Teacher** |
| **Summary of Duties and Achievements/ Experience** | Teaches Multiple Computer Science Subjects to Intermediate level students.  Regularly can take 5 classes a day.  3 Lab classes.  Maintain records like student registrations, admission records etc. |
| **Reason for leaving** | Hire in new job to gain more experience with a well reputed organization and polished my skills. |

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| **Supporting Information** |
| As a well-educated individual who has a passion for business change, improvement and analysis, I feel I am exactly the sort of person you are looking for.  For the last 9 years I have been working in Emergency Operation Centre (Polio) as a Program Associate. I am part of a team of data specialists who support and lead the operation of the Organizations data requirements. Every day I am involved in collecting, organizing, and analysing data from various systems. I play a key role in providing analysis and insight into the Program, credit performance and profitability.  As a forward-thinking individual who constantly strives to reach new levels, I can be relied upon to share knowledge, collaborate with others and contribute new ideas to a project. I have the ability to handle multiple tasks simultaneously and find it easy to quickly switch between tasks. My key skills include, but are not limited to;   * Maintaining the security of data. * Quickly learning new concepts and methodologies as needed and then applying them to new scenarios. * Identifying possible causes of data corruption. |

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| **Language Skills** | | | | | | | | |
|  |  | **1 = fluent 2 = working knowledge 3 = basic** | | | | | |  |
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|  | | **Language** | **Read** | **Write** | **Speak** | **Understand** |  |  |
| **1.** | | Pashto | 1 | 1 | 1 | 1 |  |  |
| **2.** | | Urdu | 1 | 1 | 1 | 1 |  |  |
| **3.** | | English | 1 | 1 | 2 | 2 |  |  |

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| **Leisure** |
| * Information Security * Study and Analysis on Big Data with multiple techniques * New Technologies (Mostly Microsoft and Google based) |

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| **References** |
| * Will be furnished upon request. |