

# SARMAD SHEIKH

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**Field of Interest:** Administration



## **PROFESSIONAL EXPERIENCE**

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### **Medical Emergency Resilience Foundation (IRC ECHO Project)**

**Dadu, Sindh**

NIS Officer/ Assistant HR

May 23-Feb 24

- To ensure smooth functioning of the reporting system between Hospitals and office
- Ensure that the communication flow to head office is maintained
- Guaranteeing that the Program data is up-to-date and readily available all the times  
Ensure availability of medical stationary i.e. Registers, Patients File, OPD Slips etc.
- Efficient in formulating techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
- Have in-depth knowledge/skills of mining, scrubbing and cleaning of data.
- Support others in the daily use of data systems.
- Conduct training on collection, analysis and use of data for staff.
- Assist in HR functions (recruitment, selection, orientation, exit interview & clearance) as and when required.
- Maintain the Personnel & Job File for every position as per instructions given by the supervisor
- Ensure documents required in personnel files are complete and also manage other files related to HR activities.
- Responsible for tracking the leave days of all the employees as per HR policy. Ensuring all leave days and other leaves are reflected on the timesheet.
- Ensure the updated leave record of all the employees is appropriately maintained.
- Assist in the preparation of salaries by compiling timely staff status reports.
- Handling all day-to-day administrative issues in a timely and efficient manner.
- Provide assistance in dealing with health insurance.

### **Sindh Rural Support Organization (UNICEF Project)**

**Dadu, Sindh**

MIS Officer

Dec 22 – May 23

- Working under the direction of the District Manager/District Project officer, the MIS and Admin Assistant will be responsible for all the Management Information system and administrative records and support to the project staff.
- The MIS Assistant will be responsible for data management which includes a timely collection of records, entering data in the MIS system, verifying the data, and reporting on the UNICEF project.
- Coordinate all field activities with implementing staff.

- Maintain confidentiality and observe data protection guidelines. As the data will be sensitive to protection-related
- Assist in the identification and production of management information and statistics for management at all levels, including the appropriate analysis and compilation of reports as required.
- Assist in the preparation of regularly scheduled reports.
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Order office supplies, submit and reconcile expense reports.
- Produce and distribute correspondence memos, letters, faxes, and forms.
- Any other responsibility assigned by the supervisor.

**Indus Hospital & Health Network (UNICEF Project)**

**Dadu, Sindh**

Data Entry Officer

Oct 2022- Nov 2022

- Gathering invoices, statements, reports, personal details, documents and information.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases.
- Ensuring data is backed up.
- Informing relevant parties regarding errors encountered.
- Storing hard copies of data in an organized manner to optimize retrieval.
- Handling additional duties from time to time.

**Thardeep Rural Development Programme (PINS 2 Project)**

**Jamshoro, Sindh**

NIS Officer

July 22 – Oct 2022

- Provide support to District Project Officer to prepare comparative analysis, data compilation, excess and coverage, assessment of outreach activities
- Maintain proper record of all kind of project activities
- Develop monthly analysis on progress of each Community Health Supervisors (CHS) in terms of CHWs visited, screening by each assigned CHWs, referral of SAM cases to OTPs and SAM cases enrolled in OTP. Share such reports on monthly basis with District Project Officer for decision making related to improve performance
- Provide support to District Project Officer in preparation of monthly progress update for onward submission to TRDP's management and RSPN
- Perform any other official task assigned by the Supervisor/Management

**Integrated Health Services (PPP Project)**

**Dadu, Sindh**

Admin & Finance Officer

Sep 2018 – Nov 2021

- Establish payment and receipt vouchers as required
- Responsible for the Petty Cash
- Arrange for the employees' medical claims
- Maintain the record of relief goods received and dispatched for further distribution
- Prepare monthly / annual financial statements

**Noor Medicos**

## Computer Operator

- Sale/Purchase data entry on daily basis
- Report writing on monthly basis

**Dadu, Sindh**

Nov 17 – April 2018

**Mobiles Digicam Trading (Private) Limited**

## Branch Manager

- Managing resources and staff
- Developing and attaining sales goals
- Delivering customer service

**Dadu, Sindh**

Feb 2014 – Aug 2015

**Mobilink GSM Telecom Franchise**

## Customer Services Officer

- Answering questions about a company's products or services.
- Processing orders and transactions.
- Resolving issues and troubleshooting technical problems.
- Delivering information about a company's offerings.
- Handling customer complaints.
- Collecting and analyzing customer feedback.

**Dadu, Sindh**

Jan 2012 – Jan 2014

**EDUCATION**

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**Bachelor**University of Sindh, Jamshoro  
**Commerce – 2<sup>nd</sup> Class****Diploma of Associate  
Engineering**Sindh Board of Technical Education, Karachi  
**Information Technology – A Grade****CERTIFICATION**

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- NEBOSH - General Certificate (IG1 & IG2) - UK.

**SOFTWARES & SKILLS**

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- National Incident Management System (NIMS) software
- Organizational and planning skills
- Team-work oriented
- Good listener and communicator
- Written and Verbal skills
- Microsoft Office (Word, Excel, & PowerPoint)

**LANGUAGE SKILLS**

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- English           Independent User
- Urdu               Proficient User
- Sindhi             Mother Tongue

**References:**

Furnished will be on demands

