

# Shah Zeb

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📍 Moh Baqal Khail, Garhi Ismail zai, Garhi Kapura, Mardan



## Education

### BS Computer Science

Aug 2012 - Aug 2016

### Abdul Wali Khan University, Mardan

Major Subject: Computer Science, Mathematics, Computer Networking

### Diploma in Computer Networking

Sep 2015-Aug 2016

### Technocrats Institute of Engineering and Technology Peshawar

### Fsc Pre-Engineering

Nov 2010- July 2012

### Tameer-e-seerat International Education System, Mardan

Major Subject: Chemistry, Physics, Mathematics

### SSC

Oct 2008 - Nov 2010

### Govt High Secondary School, Garhi Kapura, Mardan

Major Subject: Chemistry, Physics, Biology, Mathematics

## Experience

### CX-Specialist (North Region)

Apr 2024 – Present

### Chip Training & Consulting (Pvt.) Ltd, Islamabad – (Sponsored by Shell Petroleum)

- **Planning:** Creating and managing Roll-out Plan on assigned Shell sites and ensure task oriented planning to achieve the desire targets.
- **Ensuring Implementation:** Facilitate the safety wardens in the implementation of the safe fuelling process and create an environment on the site to adhere this safe practice.
- **Coaching of the Safety Wardens:** Ensuring that all the safety wardens have understand their responsibilities and are effectively play their role to eliminate bike/rickshaw straddling at mobility sites.
- **Facilitating Mock Sessions:** for safety wardens on engaging with bikers and motivate the team in reducing the number of bike/rickshaw straddling day by day.
- **Monitoring & Ensuring:** All the standards are met and report on safety warden's performance and make appropriate recommendations to improve it.
- **HSE Essentials:** Responsible to arrange daily safety hurdles at all assigned sites and ensure safety wardens are familiar on emergency response plan.
- **Quality Assurance:** Assist the safety wardens in resolving the issues arising after the implementation of the new manoeuvre and suggest remedial measures.
- **Reviewing system:** level faults and problems and communicating with Project Manager, Territory Managers for lessons and corrective measures.
- **Monitor Team Productivity:** and provide performance evaluations, constructive feedback, mentorship, and discipline as needed.
- **Adhere Discipline:** Maintain timekeeping and ensure to submit daily/weekly reporting.
- Ensure Strong Coordination with, site manager, retailer and coaches for smooth implementation of the new manoeuvre.

### Data Management Officer

Oct 2020 – Apr 2024

### Directorate General of Health Services, Peshawar, Pakistan (UNICEF Supported) Department of Public Health

- Maintained COVID-19 Health care capacity and Occupancy Daily Reports, Weekly reports.
- Maintained COVID-19 Waste management system on daily basis.
- Improved COVID-19 Death's data by reporting over 6000 COVID-19 Deaths of KP, swiftly and accurately to NCOC.

**MIS/Logistic Assistant**  
Oct 2019 – Sep 2020

- Provided regular support to logistic section to plan and distribute equipment of Public Health Lab (PHL) by providing insights.
- Developed and disseminated standardized reporting templates for use in reporting facilities and DHO offices.
- Improved quality of data through random checks of district-wise data for accuracy and completeness.
- Assisted the management to plan and develop strategies by using data and information as meaningful insights.
- Improved IPMS through customizations by regularly working with developers.
- Maintained excellent relationships with focal persons of districts and Health Facilities for coordination and cooperation.

**Directorate Health services, Fata secretariat, District Khyber, Pakistan (UNICEF Supported)**

- Ensure smooth reporting of MNCH, EPI, Nutrition & FP data on standard project formats to district health office, district administration and UNICEF office as per agreed timelines.
- Ensure that the communication flow from district to provincial office is maintained.
- Maintain the leave management system, ensure all leave records etc are properly maintained.
- Support District health office in day to day financial, accounting, administrative services pertaining to KPMD project.
- Maintain continuous liaison with field teams for timely collection, collation, analysis & reporting of project data with keen focus on accuracy & completeness.
- Assist provincial health office in conducting baseline/endline surveys and/or other studies, in close coordination with provincial DoH & administration.
- Maintain close coordination & liaison with district DHIS focal person for data management & information sharing.
- Perform regular analysis of the project data in reference to the Result Matrix/Log frame and give feedback to the field teams on course correction.
- Maintain regular supply of all required Stationery and reporting formats to the field teams.
- Ensure close tracking of medical supplies including CDK, NBK, medicine and nutrition supply from donor/partners.
- Support team leaders in preparation of the monthly MCD micro-plans and coordinate the availability and monitoring of vehicles (with proper maintenance of Log-books).
- Maintain supply chain for project supplies, with proper warehousing protocols in place.

**MIS/Logistic Assistant**  
Apr 2019 – Jul 2019

**Zia Masood Kiani & Co. (Chartered Accountants) (UNICEF Supported)**

- Ensure smooth reporting of MNCH, EPI, Nutrition & FP data on standard project formats to district health office, district administration as per agreed timelines.
- Ensure that the communication flow from district to provincial office is maintained.
- Maintain the leave management system, ensure all leave records etc are properly maintained.
- Support District health office in day to day financial, accounting, administrative services pertaining to KPMD project.
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- Perform regular analysis of the project data in reference to the Result Matrix/Log frame and give feedback to the field teams on course correction.
- Maintain regular supply of all required Stationery and reporting formats to the field teams.

### **Logistic Assistant**

Nov 2018– Dec 2018

### **Network Supporter**

Dec 2015 – Nov 2016

### **Internee**

Oct 2015 – Dec 2015

- Ensure close tracking of medical supplies including CDK, NBK, medicine and nutrition supply from donor/partners.
- Support team leaders in preparation of the monthly MCD micro-plans and coordinate the availability and monitoring of vehicles (with proper maintenance of Log-books.
- Maintain supply chain for project supplies, with proper warehousing protocols in place.

### **National Nutrition Survey, Malakand, Pakistan**

#### **Khyber Medical University Peshawar**

- Maintain close coordination & liaison with district Team leader for data management & information sharing.
- Maintain regular supply of all required Stationery and reporting formats to the field teams.
- Ensure close tracking of medical supplies from donor/partners and inform provincial office regarding replenishment needs well in time.
- Support team leaders in preparation of the micro-plans.
- Coordinate the availability and monitoring of vehicles.
- Maintain supply chain for project supplies, with proper warehousing protocols in place. Use of stock registers, bin cards, GRN and other tools for supplies tracking

### **National Institute of science, Peshawar, Pakistan**

- Collaborating with the IT department on the deployment and maintenance of network technologies.
- Enhancing intranet performance and creating internet domains.
- Testing the exchange of data between computers, servers, modems, and routers.
- Installing, configuring, and updating network software, as well as maintaining hardware and network devices.
- Performing diagnostic tests and repairs.
- Providing onsite or remote or technical support.

### **Pakistan Telecommunication Company Limited (PTCL), Mardan, Pakistan**

- Installing and maintaining computer systems including software and hardware on desktops.
- Laptops, resolving internet and network access issues (both wired and wireless).
- Providing network printer support, meeting with staff to provide one-on-one technical assistance as needed/requested, providing.

## **Certificates**

### **Microsoft Office**

Aug 2011

### **MCSE (Training)**

Mar 2015

### **CCNA (Training)**

Sep 2015

### **WordPress**

Jul 2016

### **Excel Skills for Data Analytics and Visualization**

Nov 2022

### **Google Data Analytics Professional Certificate**

Feb 2023

### **Al-Fallah Computer College & Technical Education, Mardan**

Major: *MS Office, Excel, PowerPoint, Outlook*

### **Institute Of Computer Technology Mardan**

Major: *Networking*

### **Institute Of Computer Technology Mardan**

Major: *Networking*

### **KP Youth Employment Program (KPITB)**

### **MACQUAIE University, Sydney, Australia (Coursera)**

### **Google (Coursera)**

## **Trainings**

**Awards & Honors****Appreciation Letter**

March 2022

**Best Performance Award**

Feb 2022

**Appreciation Certificate**

2015

**Appreciation Certificate**

2014

**National Command and Operation Centre**

Appreciation for contributions for the National effort against COVID-19

**Directorate General of Health Services, Peshawar**

Director General Health Services paid tribute to the team for their resilience and determination in this COVID- 19 emergency situation and distributed certificates of appreciation.

**Govt Post Graduate College Mardan**

Design Database Project in 5th Semester of BS Computer Science for Govt Post Graduate College Mardan.

**Govt Post Graduate College Mardan**

Design Networking Project in 4th Semester of BS Computer Science for Govt Post Graduate College Mardan.

**Additional Skills**

Team leading, Planning  
Good documentation skill  
Good Communication Skill  
MS Office  
Tableau  
Microsoft Power BI  
Data Analysis and Visualization

Typing speed 30 words per Minute  
Computer Maintenance

**Languages**

Pashto  
Urdu  
English

**References****Mr. Ashfaq**


Country Supervisor  
Bike straddling Project  
Chip Training & Consulting Pvt.  
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**Dr. Abdullah Khan**


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**Dr. Saima Tahir**

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