



Shahrukh Akhtar

Data Information & Visualization Officer (DIVO) at Sidat Hyder Morshed Associates

Motivated, Teamwork-oriented, and responsible Data Information & Visualization officer with 6 years of experience in Data analysis, and comprehension of reports and presentations by the average professionals. Accurate efficient and productive with strong organizational technical and analytical skills. Fluent in English and Urdu, Skilled at Communication, Good in written and oral communication capable of explaining issues in easy-to-understand terms. My approach to data processing is centered on accuracy, efficiency, and productivity. I take pride in my strong organizational, technical, and analytical skills, which enable me to consistently deliver quality results.

Strengths & Skills

- ✓ MS Excel
- ✓ Data Analysis
- ✓ Proficient with Google online sheets & Data Studio
- ✓ Power point
- ✓ Digital Marketing
- ✓ Team Management
- ✓ Training and instructiong
- ✓ Adobe Photoshop
- ✓ Adobe Illustrator
- ✓ Task Management
- ✓ Proficiency in Microsoft Office programs
- ✓ Microsoft Excel (including PivotTables and VLOOKUP
- ✓ Power Bi
- ✓ Google Ads
- ✓ Training and instruction
- ✓ Team work and collaboration
- ✓ Adobe creative cloud (Photoshop
- ✓ SAP
- ✓ Data Visualizations and data Insights
- ✓ Access
- ✓ Stock Market Analysis
- ✓ Public Health
- ✓ Communication and public skills
- ✓ Graphic Design
- ✓ Illustrator

Certifications

- Google Ads Search Certification** Jun 2022 - Jun 2023
Google
- Google Ads Display Certification** Apr 2022 - Apr 2023
Google
- Web & Graphic Designing Course**
Institute Of Professional Advancement
- Certificate of Information Technology**
Skill Development

Experience 6 years

- Sidat Hyder Morshed Associates** 1 month Jan 2024 - Present
Data Information & Visualization Officer
- K-Electric** 8 months May 2023 - Jan 2024
Data Processing Officer
- Zenysis Technologies** 1.1 years Oct 2022 - Nov 2023
Validation Officer (Remote)
- Sidat Hyder Morshed Associates** 5 years May 2018 - May 2023
Data Support Officer

Contact Info

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Kamran Chorangi Gulistan-E-Johar
,Karachi
Karachi, Pakistan

Academics

Bachelor of Commerce | 2015 | 60%
University of Karachi, Karachi

Intermediate | 2013 | 55%
Board of intermediate Education,
Karachi, Karachi

Matriculation | 2011 | 73%
Board of secondary Education,
Karachi, Karachi

Awards

- Appreciation Certificate | 2022
- Appreciation Certificate | 2019

Industries

- Banking/Financial Services
- Healthcare/Hospital/Medical
- N.G.O./Social Services
- Services
- Digital Marketing
- Social Media Marketing
- Print & Electronic Media
- Trading
- Information security
- Power/Energy
- Accounting & finance

Functional Areas

- Data Entry
- Field Operations
- Management Information System (MIS)
- Monitoring & Evaluation (M&E)
- Operations
- Business Analyst
- Administration And Office Support
- SAP
- Invoice Management

Languages

- Urdu - Native
- English - Medium

Sidat Hyder Morshed Associates

Jan 2024 - Present (1 month)

Data Information & Visualization Officer

Karachi, Pakistan

- Collect and analyze data related to immunization programs at the District level
- Develop high-quality infographics and data visualizations to effectively communicate key messages and insights related to immunization programs to various stakeholders.
- Work closely with the communication and advocacy team to ensure that data visualizations and infographics are aligned with the organization's communication strategy.
- Collaborate with the program team to identify key performance indicators related to immunization programs and develop dashboards and reports to track progress against these indicators.
- Manage the organization's data management system, ensuring that data is accurate, up-to-date, and accessible to relevant stakeholders.
- Train and provide technical support to staff and partners on data visualization and analysis.
- Stay up-to-date on the latest trends and best practices related to data visualization and analysis.

K-Electric

May 2023 - Jan 2024 (8 months)

Data Processing Officer

Karachi, Pakistan

- Verified invoices information needed and input into the on-line computer system to process for payment exceeding established timing, production, and quality standards.
- Organize billing and invoice data and prepare accounts receivable and expected revenue reports for managers.
- Compile statistical information for special reports. Verify & check all invoices data from previous data to maintain high data accuracy
- Developing and maintaining strong relationships with our vendors, ensuring seamless communication, and optimizing the performance of our vendor network.
- Added new material to file records and created new records. Produced weekly reports using SAP, advance Excel spreadsheet functions for managerial action and strategy.

Zenysis Technologies

Oct 2022 - Nov 2023 (1.1 years)

Validation Officer (Remote)

San Francisco, CA, USA

- Validation of child records within and across multiple data sets.
- Report all issues and discrepancies or bugs with respect to the child matching tool.
- Updating polio campaign data and other datasets through the data upload tool.
- Report all issues and discrepancies or bugs in the data upload tool.
- Validation of polio campaign data and VLIMS datasets.
- Validation of any additional data systems and pilot projects as per need.

Sidat Hyder Morshed Associates

May 2018 - May 2023 (5 years)

Data Support Officer

Karachi, Pakistan

- Data collection from field staff, cleansed and provided modeling and analyses of structured and unstructured data used for major project initiatives and outcome
- Validate data from field staff for providing quality data
- Created visually impactful dashboards in Excel, Power Bi, and Google Data sets for data reporting. Extracted, interpreted, and analyzed data to identify key metrics and transform raw data into meaningful, actionable information
- Prepare and conduct onsite training of Area Supervisors on data sets

Micky Photos

May 2014 - May 2016 (2 years)

Graphic Designer

Karachi, Pakistan

- Lead in the designs, development and implementation of the graphic layout
 - Prepare unique print materials, including advertisements, brochures, and logo designs
 - Event photography, Logo, Business card photography and Photo enhancing
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