SHAHZAD SAEEM

I am highly motivated, team cooperative and expertise challenger

CONTACT

✉ shahzadsaleem641@gmail.com

📞 03469283894

Ⓢ https://join.skype.com/invite/s0b2iarLd1AV

in linkedin.com/in/shahzadsaleem- 9a7984177

📍 Nasir Bagh Road Faisal Town, Peshawar, Pakistan,

SKILLS

Window & Software Installation

Office Automation

Use of LMS/MIS/ERP

Troubleshooting

Printing/Scanning

In Page Typing

QUALIFICATION

BS COMPUTER SCIENCE
Khushal Khan Khattak University Karak   (09/2015 - 11/2019)   3.57 GPA

WORK EXPERIENCE

Data Management Officer, UNHCR Project " Enhancing Access to Quality Education ", Khwendo Kor, Peshawar   (01/2024 – 12/2024)
Responsibilities:
➢ Gathering and organizing large sets of data from various sources, and using statistical techniques to analyze and interpret the data to identify trends, patterns, and insights.
➢ Ensuring the accuracy, completeness, and integrity of the data by cleaning and validating it, identifying and resolving any inconsistencies or errors
➢ Creating visual representations of data through charts, graphs, and dashboards to effectively communicate findings and insights to stakeholders
➢ To operate multiple MIS for Khwendo Kor Like NFE-MIS, iEMIS, RRP & RSP-IMS.
➢ Participates in meetings, presentations, and quality assurance activities.
➢ Perform initial assessment for data quality, analyze data, create data sets, and identify trends.
➢ Consolidation of data and segregation of data, remove erroneous data and Prepare reports.
➢ Keeping up to date with the latest industry trends, advancements, and best practices in data analysis techniques, tools, and methodologies

Additional Responsibilities:
CBI Focal Person, UNHCR Project " Enhancing Access to Quality Education ", Khwendo Kor, Peshawar
➢ Collaborate with the Regional Officer, Field Officer and Livelihood Officer to create monthly operational plans for CBI activities.
➢ Coordinate with field focal persons to monitor cash operational progress using the internal cash system.
➢ Analyze feedback on cash infrastructure, operational milestones, beneficiary redemption patterns, and payment processes.
➢ Assist project focal persons in preparing and maintaining the CBI digital infrastructure necessary for implementing activities.
➢ Support Regional Officer, Field Officer and Livelihood Officer in preparing and processing CBI payments in compliance with finance unit regulations.
➢ Maintain accurate records of payment transactions and ensure timely delivery.
➢ Submit regular progress reports to the Technical Cash Officer, including recommendations for improving CBI activities.

LANGUAGES

English
Read/Write/Speak
Urdu
Read/Write/Speak
Pushto
Read/Write/Speak

INTERESTS

Internet Surfing

Web Development

➢ Assist the MEAL team in their activities related to cash projects, focusing on the Accountability to Affected Populations (AAP) response mechanism.

Contact: Khalid Usman - khalidus2001@gmail.com

Data Analyst, UNHCR Project "Enhancing Access to Quality Education", Khwendo Kor, Peshawar (03/2022 – 12/2023)

Responsibilities:

➢ Perform initial assessment for data quality, analyze data, creating data sets, and identifying trends.
➢ Consolidation of data and segregation of data, remove erroneous data, and Prepare reports.
➢ To operate multiple MIS for Khwendo Kor Like NFE-MIS, iEMIS, RRP & RSP-IMS.
➢ Ensure comprehensive databases over all targeted states.
➢ Increase accountability and effectiveness in the implementation and reporting of the program
➢ Collaborates with cross-functional teams.
➢ Design and generate reports, dashboards, and visualizations that summarize key insights for strategic decision-making.
➢ Analyze trends and provide actionable insights to improve program efficiency.

Web Developer/Quality Assurance Tech Track, Peshawar   (08/2020 - 12/2021)

Web Developer Responsibilities**:**

➢ Develop and maintain web applications using PHP and the Laravel framework.
➢ Back-end development & maintenance of websites using PHP (Laravel) and MySQL.
➢ Collaborate with front-end developers and designers to create seamless user experiences.
➢ Write clean, well-documented, and efficient code.
➢ Troubleshoot, debug, and upgrade existing software.
➢ Participate in code reviews and contribute to team knowledge sharing.

Quality Assurance Responsibilities**:**

➢ Test Planning: Formulate the strategies and plans for testing as per the needs of the project.
➢ Test Design: Develop in detail as well as thoroughly documents that assemble the aims and objectives.
➢ Test Execution: Execute manual tests to identify software defects.
➢ Defect Tracking: Log, track, and manage defects using bug tracking tools.
➢ Collaboration: Work closely with developers, product managers, and other stakeholders to ensure quality standards are met.
➢ Performance Testing: Conduct performance and load testing to evaluate application responsiveness and stability.
➢ Continuous Improvement Participate in process improvement initiatives to enhance testing efficiency and product quality.

Contact: Anwar Shamim - info@itechtrack.com

Lecturer Khushal College of Sciences Warana, Karak   **(** 10/2019 - 08/2020)

Contact: Dr. Arif Sohail - 0345-9653207

CERTIFICATE

➢ Data Analytics & Business Intelligence, Digital Skill under collaboration with Ministry of Information Technology and Telecom Gov of Pakistan (04/2024 - 07/2024)
➢ Graphic Design, Digital Skill under collaboration with Ministry of Information Technology and Telecom Gov of Pakistan (04/2024 - 07/2024)
➢ Integrity Training for Partners, United Nations High Commissioner for Refugees (UNHCR).

➢ Two Day Training Workshop on Data-Driven Management through NFE-MIS, PIU-ALP under collaboration with Japan International Corporation Agency (JICA).
➢ Technical Support Fundamentals, Google under collaboration with Coursera
➢ Data Science & Machine Learning, Digital Skill under collaboration with UNDP for KP Initiative (03/2021 - 08/2021)
➢ Freelancing, Digital Skill under collaboration with Ministry of Information Technology and Telecom Gov of Pakistan (08/2019 - 10/2019).
➢ AutoCAD, Digital Skill under collaboration with Ministry of Information Technology and Telecom Gov of Pakistan (08/2019 - 10/2019).

PERSONAL PROJECTS

➢ Online Table Restaurant Management System, PHP based Website. (06/2019 - 12/2019)

AWARD

➢ Received half merit-based academic scholarship from University. (2015 - 2019).
➢ Haier Laptop awarded by Prime Minister of Pakistan for academic excellence (2018)

REFRANCE

References available upon request.