

**FIELD OF INTEREST:**

Data Analyses,  
Finance, HR & Admin  
department.

**DATE OF BIRTH:**

10<sup>th</sup> June, 1992

**Father Name**

Ahmed Shah

**C.N.I.C #**

42301-9960811-7

**Religion**

Islam

**Nationality**

Pakistani

**Marital Status**

Married

**CONTACT:****Address**

House#. AK-20-14, S  
5A, Baba A. Karim Shah  
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Kumharwara Lyari  
Karachi, Pakistan

**Email:**

shakeelshah07@gmail  
l.com

**Linguistic****Proficiency:**

Urdu, English, Arabic

# SHAKEEL SHAH

## 0321-2758157

**CAREER OBJECTIVE**

I want to commence my professional training with your progressive organization. Where, I can gain a valuable experience of working in a professional environment and my knowledge and professional skills to add value to company Business.

**EDUCATION**

QUALIFICATION	UNIVERSITY	YEAR	GRADE
B.COM	University of Karachi	2014	B
Intermediate (Commerce)	Board of Intermediate Education Karachi	2009	B
Matric (Science)	Board of Secondary Education Karachi	2007	B

**SHORT COURSES**

Certified course in UN Based Prevention of Sexual Exploitation & Abuse (PSEA).  
Certified course in UN BSAFE.

**COMPUTER SKILLS**

Have good command in Microsoft Windows  
Have a good command in the following Computer Package  
MS Word, MS Excel, MS PowerPoint, MS Outlook Express  
I can handle Internet and E-mail with efficiency; and have a good typing speed

**CERTIFICATE OF APPRECIATION**

Certificate of appreciation from "Aziza Panda KSA" for Best Employee in 2015  
Certificate of appreciation from "Deputy Commissioner South" in 2019  
Certificate of appreciation from "Deputy Commissioner Central" in 2023.

## PROFESSIONAL EXPERIENCE

### **CHIP Training & Consulting Project of WHO for Health and Immunization**

**Designation:** [Training Facilitator](#)

**From:** April - 2023 To Date

**Duties & Responsibilities:**

- Conduct Meetings for Training Need Assessments with Field Staff and Concerned Officers.
- Analyze Data of Staff Performance and Plan Strategies / Action Taken.
- Preparing of Training Agendas as per observations / Findings.
- Preparing District wise Training Plan with Assign Facilitators and Monitors.
- Evaluate the quality of Trainings.
- Preparation of Weekly, Monthly Reports.
- All Other Relevant Tasks Assigned by Management.

### **Sidat Hyder Morshed Associates Project of UNICEF for Health and Immunization**

**Designation:** [Training Facilitator](#)

**From:** Aug - 2022 To Mar - 2023

**Duties & Responsibilities:**

- Conduct Meetings for Training Need Assessments with Field Staff and Concerned Officers.
- Analyze Data of Staff Performance and Plan Strategies / Action Taken.
- Preparing of Training Agendas as per observations / Findings.
- Preparing District wise Training Plan with Assign Facilitators and Monitors.
- Evaluate the quality of Trainings.
- Preparation of Weekly, Monthly Reports.
- All Other Relevant Tasks Assigned by Management.

## **CHIP Training & Consulting Project of WHO for Health and Immunization**

**Designation:** [Union Council Polio Officer](#)

**From:** Nov - 2020 To Aug-2022

### **Duties & Responsibilities:**

- Finalization of HR for Immunization Activities.
- Area Division and Micro planning for campaign implementation.
- Conduct Training for Assigned Staff and In charges
- Monitoring Campaign Activities and Deployment of Staff.
- Analyze Team Wise Data of Daily Basis and Compilation Shared with DEOC.
- Coordinate with Partner Staff and Govt. for Smooth Operation Activities.
- All Other Relevant Tasks Assigned by DEOC.

## **Sidat Hyder Morshed Associates Project of UNICEF for Health and Immunization**

**Designation:** [Data Support Officer](#)

**From:** Jun - 2018 To Nov-2020

### **Duties & Responsibilities:**

- Coordination with Field Staff for Collection of Data.
- Compilation of Data Collected from Field.
- Analyze Data of Shared Presentation to concern Supervisors for Data Usage.
- Data Submission in Hard Copies at Data Support Center.
- Coordination with DEOC and Field Staff for Data Compilation and Collection.
- Coordinate with Partner Staff and Govt. for Smooth Operation Activities.
- All Other Relevant Tasks Assigned by DEOC.

**Maya Textile Mills**  
**Manufacturer & Exporter of Textiles**

**Designation: Admin & Finance Supervisor**

**From: Feb - 2016 To Jun - 2018**

**Duties & Responsibilities:**

- Handling Admin Issues of Staff.
- Updating Attendance and Leaves Status on Daily Basis.
- Handling Petty Cash and Accounts Ledgers on Daily Basis.
- Maintaining Statements of Accounts Payables, Receivables, Debit/Credit Notes .
- Entering Invoices of Sales & Purchases
- Handling Sales Tax/ Income Tax and all Show Causes and Audits form FBR.
- Preparing Weekly, Monthly and Yearly Statements of Profit & Loss.
- Filing of Returns of Taxation Yearly for Final Audits.
- All Other Relevant Tasks Assigned by Management.

**Panda Retail Company**  
**FMCG & Non-Foods Chain for Retail Market**

**Designation: Admin Supervisor**

**From: Dec - 2012 To Dec - 2016**

**Duties & Responsibilities:**

- Handling Admin Issues of Staff.
- Updating Attendance and Leaves Status on Daily Basis.
- Handling all Maintenance Issues of and Communicated with Concerns for Resolve.
- Handling Petty Cash and Accounts Ledgers on Daily Basis.
- Maintaining Statements of Accounts Payables, Receivables, and Debit/Credit Notes.
- Entering Invoices of Sales & Purchases
- Preparing Monthly Salaries of Staff with Overtime Calculation Hours.
- Preparing Annual Leave Schedules of Staff and Management.
- Preparing Weekly, Monthly and Yearly Statements of Profit & Loss.
- Filing of Returns of Taxation Yearly for Final Audits.
- All Other Relevant Tasks Assigned by Management.

**Ahmed Textile & General Mills  
Manufacturer & Exporter of Textiles**

**Designation:** [Accountant](#)

**From: Mar - 2010 To Dec - 2012**

**Duties & Responsibilities:**

- Handling Admin Issues of Staff.
- Updating Attendance and Leaves Status on Daily Basis.
- Handling Petty Cash and Accounts Ledgers on Daily Basis.
- Maintaining Statements of Accounts Payables, Receivables, Debit/Credit Notes .
- Entering Invoices of Sales & Purchases
- Handling Sales Tax/ Income Tax and all Show Causes and Audits form FBR.
- Preparing Weekly, Monthly and Yearly Statements of Profit & Loss.
- Filing of Returns of Taxation Yearly for Final Audits.
- All Other Relevant Tasks Assigned by Management.