



Shazib Mufti

Nationality: Pakistani **Date of birth:** 17/02/1994

Phone number: (+92) 03439166739 **Email address:** shazib.7430@gmail.com

Home: zeeshan street Gulbahar no 4 Peshawar Pakistan, 25000 Peshawar (Pakistan)

EDUCATION AND TRAINING

Bachelor in Computer Science

Institute Of Management Sciences (IM|Sciences), Peshawar [05/09/2013 – 15/02/2018]

City: Peshawar

Country: Pakistan

Field(s) of study: Information and Communication Technologies: *Information and Communication Technologies (ICTs) not further defined , Software and applications development and analysis , Database and network design and administration*

Final grade: A

Power BI desktop (Coursera Project Network) Project

Coursera [09/09/2022]

City: Peshawar

Country: Pakistan

Website: <https://coursera.org/share/9656f96f65a5b03c0759a9e6538f7389>

Excel Fundamental for data Analysis

Coursera [02/11/2022]

City: Peshawar

Country: Pakistan

Website: <https://coursera.org/share/67b06bd488700b75e6dbc77fd935da22>

Microsoft Office Specialist

Institute of Management Sciences, Peshawar [01/12/2016 – 31/12/2016]

City: Peshawar

Country: Pakistan

WORK EXPERIENCE

DSO - Data Support Officer (POLIO ERADICATION PROGRAM)

UNICEF [01/09/2023 – Current]

City: Peshawar

Country: Pakistan

Serving data focal point for gathering, a compilation of data from CCPV workers / COMNet. Timely share data and analysis with provincial EOC.

Generate and share extended catch-up coverage report from UCs,DSC dataset with the concerned District.Collate and relay CCPV dataset as per DSC SOP.

To work as a focal person for DSC correspondence and follow-up with field staff.

Data Management Officer

DIRECTORATE GENERAL HEALTH SERVICES PESHAWAR KPK [01/12/2020 – Current]

City: Peshawar

Country: Pakistan

- led data management and analysis efforts in multiple systems: IPMS, NIMS, and COVIM, ensuring data accuracy and quality.
- Developed and implemented data management policies and guidelines, fostering collaboration, and ensuring data integrity.
- Monitored data integrity, system performance, and authentication, identifying opportunities for system enhancements.
- Collected and analysed data from districts daily, meeting NCOC requirements for accurate and timely data.
- Communicated effectively with hospitals, districts, and labs, ensuring adherence to sample collection and testing protocols.
- Prepared and presented daily reports, adapting reporting styles as needed and prioritizing tasks effectively

Office Assistant

HABIB BANK LIMITED HBL [01/05/2019 – 30/09/2020]

City: Peshawar

Country: Pakistan

- Administrative Support: Assist with daily administrative tasks, including managing and organizing files, handling correspondence, scheduling appointments, and responding to emails and phone calls promptly.
- Data Entry: Accurately enter data into databases and spreadsheets, maintaining high levels of data integrity and confidentiality.
- Filing and Record-Keeping: Organize and maintain office records, both physical and electronic, ensuring easy retrieval and security.
- Office Maintenance: Oversee office equipment maintenance and liaise with vendors for repairs and servicing.
- Miscellaneous Tasks: Assist in any other ad-hoc tasks or projects as assigned by management.

Executive Supervisor

MOBILINK REGIONAL OFFICE [01/11/2018 – 30/04/2019]

City: Peshawar

Country: Pakistan

- Team Leadership: Provide strong leadership to the department's team members, setting clear expectations, and fostering a positive and collaborative work environment.
- Performance Management: Monitor the team's performance, productivity, and adherence to established processes and procedures. Provide regular feedback and conduct performance evaluations.
- Goal Setting: Collaborate with senior management to define departmental goals and objectives. Develop action plans to achieve these targets and ensure their successful implementation.

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel / Leadership, Critical thinking and Emotional Intelligence / Microsoft Power Platform (Power BI, Power Apps, Power Automate) / Social Media including Facebook, WhatsApp and Twitter / Team management & Team work / social work / Photography (professional) / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / BASIC OF GRAPHIC DESIGNING