



Shuja UI Islam

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OBJECTIVE

To have a post that provides a learning environment and polishes the potential to make a good contribution in the field of Information Technology and be a part of an organization in which I can get challenging carrier in a Software Development offering conductive and growth-oriented environment.

EDUCATION

B.SE **March 2016 — August 2020**

From Comsats University Islamabad Abbottabad

Intermediate

From Post Graduate college No#1 Abbottabad

Matriculation

From Rising Star Public School Abbottabad

WORK EXPERIENCE

WHO **7 April 2023 — Present**

Surveillance Officer

1. **Conducting Surveillance Activities:** Implement and manage surveillance systems to monitor and track infectious diseases, public health threats, and other relevant health indicators. Collect and analyze data from various sources to identify potential outbreaks and trends.
2. **Epidemiological Investigations:** Conduct investigations into disease outbreaks or unusual health events. Collaborate with relevant stakeholders and health authorities to identify the source, cause, and transmission patterns of diseases.
3. **Data Management and Analysis:** Develop and maintain databases to store surveillance data. Perform data cleaning, validation, and analysis to produce accurate and timely reports for decision-making and public health interventions.
4. **Report Preparation:** Prepare and disseminate regular surveillance reports to internal and external stakeholders. Communicate findings and trends effectively, both in written reports and through presentations.
5. **Public Health Interventions:** Provide technical support in designing and implementing public health interventions based on surveillance data. Collaborate with health teams to formulate response strategies and evaluate their effectiveness.
6. **Capacity Building:** Organize and conduct training sessions for staff and partners on surveillance systems, data collection, and outbreak response protocols. Enhance the capacity of local health personnel in surveillance and disease control measures.

7. Coordination and Collaboration: Foster strong working relationships with national and international health agencies, NGOs, and other partners to strengthen surveillance efforts and exchange information on public health issues.
8. Compliance and Regulations: Ensure compliance with relevant health regulations, data protection laws, and ethical guidelines in surveillance activities and data handling.
9. Continuous Improvement: Stay updated with the latest surveillance technologies, methodologies, and best practices. Propose and implement improvements to existing surveillance systems to enhance efficiency and effectiveness.
10. Emergency Response: Be prepared to respond promptly to public health emergencies and participate in emergency response teams as required.
- 11.

WHO

21 Dec 2022 — 20 March 2023

Data Analyst

As a Data Analyst at WHO Company, my primary duties included:

1. Data Collection and Integration:
 - Gathering data from various sources, both internal and external, relevant to public health, epidemiology, and healthcare systems.
 - Ensuring data accuracy, completeness, and consistency through data cleaning and validation processes.
 - Integrating data from multiple databases and datasets to create comprehensive and unified data repositories.
2. Data Analysis and Interpretation:
 - Applying statistical methods and data analysis techniques to identify trends, patterns, and insights within the collected data.
 - Conducting exploratory data analysis to discover correlations and relationships that may be relevant to public health research and policy-making.
 - Utilizing data visualization tools to present findings in clear and accessible formats, such as charts, graphs, and dashboards.
3. Report Generation and Presentation:
 - Preparing regular reports summarizing key findings and trends for management and other stakeholders.
 - Collaborating with cross-functional teams to create insightful presentations and visualizations to support decision-making processes.
 - Communicating complex technical concepts in a clear and concise manner to non-technical audiences.
4. Data Quality Assurance:
 - Developing and implementing data quality control procedures to ensure data integrity and reliability.
 - Identifying data anomalies and outliers, investigating their root causes, and recommending corrective actions.
5. Database Management:
 - Maintaining and updating databases to ensure data accuracy and consistency over time.
 - Designing and implementing efficient data storage and retrieval mechanisms.
6. Predictive Modeling and Forecasting:
 - Utilizing advanced statistical and machine learning techniques to build predictive models for disease outbreaks, healthcare resource allocation, and other relevant scenarios.

- Conducting forecasting exercises to estimate future public health trends and potential challenges.
7. Collaboration and Cross-functional Support:
- Working closely with other teams, such as Epidemiology, Public Health Research, and IT, to support their data-related needs.
 - Providing data-driven insights and recommendations to aid in strategic planning and decision-making.
8. Continuous Learning and Professional Development:
- Staying up-to-date with the latest developments in data analysis tools, techniques, and best practices.
 - Participating in relevant workshops, conferences, and training programs to enhance analytical skills and domain knowledge.

Power China

1 Jan 2022 — 25 Nov 2022

Assistant Human Resource

As an Assistant HR in Power China Company, a prominent construction company, I was responsible for a diverse range of duties to support the HR team in various aspects of talent management and organizational development. Some of the key duties I performed include:

1. Recruitment and Selection:

- Assisting in drafting job descriptions and posting job advertisements on various platforms.
- Conducting initial screenings of resumes and shortlisting potential candidates.
- Scheduling and coordinating interviews with candidates and interview panels.
- Participating in interviews and providing feedback to the HR team.
- Assisting with the preparation and issuance of employment contracts.

1. Onboarding and Orientation:

- Facilitating the onboarding process for new employees, ensuring they have all necessary documentation and access to relevant resources.
- Coordinating orientation sessions to familiarize new hires with company policies, procedures, and culture.
- Assisting in setting up new employees' workspace and necessary equipment.

1. Employee Records and Documentation:

- Maintaining accurate and up-to-date employee records in the HR database.
- Handling confidential personnel information with discretion and maintaining data security.
- Preparing and updating employee files, including contracts, performance evaluations, and disciplinary records.

1. Benefits Administration:

- Assisting employees with benefit inquiries and addressing benefit-related concerns.
- Collaborating with the HR team to manage benefits enrollment processes.
- Supporting the communication of benefit programs and changes to employees.

1. Training and Development:

- Assisting in organizing training sessions and workshops for employees.
- Coordinating training logistics, such as venue booking and materials preparation.
- Maintaining training records and evaluations.

1. Employee Relations:

- Serving as a point of contact for employee inquiries and concerns.
- Supporting the resolution of employee conflicts and grievances.
- Assisting in conducting employee satisfaction surveys and analyzing results.

1. HR Policies and Compliance:

- Ensuring adherence to company HR policies and procedures.
- Assisting in maintaining compliance with employment laws and regulations.
- Supporting HR audits and related documentation.

1. Exit Process:

- Coordinating the exit process for departing employees, including conducting exit interviews.
- Handling paperwork related to employee termination and offboarding.

1. HR Projects and Initiatives:

- Participating in various HR projects and initiatives, such as diversity and inclusion programs, employee engagement activities, and performance management improvements.

1. HR Reporting:

- Assisting in generating HR reports and analytics as required by management.

SIGNS- Scientific Investigation and Global Network of Scientists

October 2019 — Present

Senior Graphic Designer (SIGNS)

- 2 Years of Work Experience with SIGNS Company.
- E-commerce 3D Product Editor
- Branding, Social Media Marketing, Website Development (WordPress)
- WordPress Solutions
- Fault Diagnosis.
- Software engineering skills in analysis, planning, designing and testing.
- Expert in Adobe Illustrator
- Expert in Adobe Photoshop

DUTIES ON JOB

- Stay up to date with Latest Technology.
- Coordinates and Schedules daily Graphic Work. (website updations)
- Assit computer users with questions and problems pertaining to operation; also initiate training for computer users.
- Develops implements and coordinates plan and schedules.

SKILLS

Graphics

- Expert in Adobe Illustrator
- Expert in Adobe Photoshop
- Promos & Posters Designing

Websites Development

- WordPress Development
- E-commerce Websites 3D Products
- HTML5

- CSS3
- Bootstrap 4
- Object Oriented programming
- Data Structures and Algorithms

Desktop Tools

- Window, MS Office, MS Word, MS Power Point (All Editions)

and also

- Training and consultation about Graphic Designing
- Fault Diagnosis.
- Software engineering skills in analysis, planning, designing and testing.

CERTIFICATION

Certificate of Appreciation from SIGNS as Senior Skilled Graphic Designer

LANGUAGES AND DEGREE OF PROFICIENCY

- English (Excellent)
- Shina (Mother-Tounge)
- Urdu (Excellent)
- Pashto (Average)
- Hindko (Good)

ABOUT MYSELF

I am a motivated, confident, creative and result-oriented person and enjoy working with people. If I am given the chance, I assure you that I will perform all the responsibilities with full commitment and devotion, and will do my best to come up to your requirement.

INTEREST

Music, Designing, Swimming

PERSONAL INFORMATION

Gender: **Male** Date of Birth: **1/12/1997** Religion: **Islam** Nationality: **Pakistani**

CNIC#: **13101-8736772-7** Domicile :**Diamer chilas**