Sohail Sarwar

Oracle Programmer\M&E Officer
Admin & Procurement Analysis\Admin Officer

CONTACT

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KEY CREDENTIALS :

Application
Programming
Solutions Développent
System Analyses
Data base Management
Inventories Percement
Analyses
Attendance & Payroll
Expertise.
Leadership and team
management
Customer Service
Market Analysis

PROFILE :

Accomplishes information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.

Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities. Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

M&E expertise possess a deep understanding of data collection methods, performance indicators, and evaluation frameworks used to assess the impact and effectiveness of programs, projects, and policies.

My experience includes organizing meetings, taking minutes, distributing agendas, producing yearly reports and overseeing specialized tasks for the company. My duties also include assisting other staff members and acting as a go between for staff and management.

TECHNICAL PROFICIENCY :

PROGRAMDEVELOPING : Oracle Developer Forms-Reports 6i / 9i / 10g
OPERATING SYSTEM : Windows NT Server/ Workstation, Window 2000, Window-98, Novel ,DOS. (Experience in planning, Analysis, Installation and Maintenance of NOVEL & Windows NT based Network).

DATABASE/ PROGRAMS :
Oracle Application Server 10g, Oracle 10g, , Oracle 11g Oracle 9i.
(Expert in Database analysis, designing, creation, back-up / Recovery, monitoring and maintenance)
PACKAGES/ UTILITIES : **PL-SQL Developer**,

Excel, Word, NEST Master, Turbo NEST, AutoCAD 2000.

Technical Management, Technical Understanding, Analyzing Information, Informing Others, Staffing, Problem Solving, Data Center Management, Developing Budgets, Coordination, Strategic Planning, Quality Management..

LANGUAGES :

English: (Level B2) (Writing, Reading and Speaking)

Urdu: (Writing, Reading and Speaking)

Sindhi: (Writing, Reading and Speaking)

Punjabi: (Reading and Speaking)

EDUCATIONAL :

Bachelor of **S**cience	**BCS – 2001**
Higher **S**econdary **S**chool **C**ertificate	**P**re-**E**ngineering **– 1998**
Secondary **S**chool **C**ertificate	(**M**ath, **P**hysics, **B**iology)**– 1994**

CERTIFACTION :

Qualified Microsoft Certified Professional (MCSD)

PROFESSIONAL EXPERIENCE

ADMIN/IR Officer   **(Lucky Textile Mill Ltd.)**
January 2024 – Present

- Manage the day-to-day operations of the office, including scheduling meetings and appointments, organizing files, and handling correspondence.
- Act as the point of contact between executives and internal/external stakeholders.
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- Prepare reports, presentations, and other documents for the executives as required.
- Coordinate travel arrangements for executives and handle related logistics.
- Maintain a safe and secure working environment by ensuring compliance with health and safety regulations.
- Organize and maintain the office filing system, including electronic and hard copy documents.
- Process and track invoices, purchase orders, and other financial documents as required.
- Manage inventory of office supplies and equipment and order new supplies as needed.
- Responsible to submission payment of EOBI, CESS and SESSI and ensure payments are made in time.
- Ensure to keep up to date record for audits by various government departments.
- Responsible to deal with Canteen and Transport Contractor.
- Ensure to provide and maintain manpower as per budget strength and Communicate manpower feedback/ information to management.
- Responsible to arrange in ordering and supply of uniforms and shoes for staff.
- Responsible to deal with miscellaneous welfare matters related to employees.
- Performs miscellaneous job-related duties as assigned.
- Maintains payroll and finalizes factory payroll to be sent to accounts.
- Maintains leave management system and employee attendance systems.
- Takes hiring and firing decisions of temporary labor class at the factory.

Part Time Activity :

Daily The Mail (News Paper)

(Sub.Editor) (2010-2019)

Writing, rewriting, making sure that house style is adhered to (house style means the particular style conventions of a given publication, eg the publication's tone and punctuation/grammar conventions).

Writing headlines, picture captions and story summaries editing reports and press releases liaising with journalists, reporters and editors.

Verifying information and story details gathering and preparing routine information, including sports results.

Designing page layouts ensuring that stories are the right length and correctly placed on pages.

Sizing photographs and placing them within features making sure that stories are accurate and do not compromise legality.

ADMIN/PROCUMENT ANALYSIS   **(Eplanet Global)**
January 2020 - December 2023

- Budgeting
- Maintain Database
- Update and Implement Office Policies
- Prepare reports and presentation
- Determine Supply needs and researching potential suppliers
- Prepare Cost benefit analysis report
- Monitoring Company Demand
- Follow up with Vendors for providing things timely
- ☐ Negotiating with Suppliers
- Manage a portfolio of clients and develop new business relationships.
- Present products and services to potential customers
- Negotiate terms of sale and conclude contracts successfully.
- Collaborate with internal teams to ensure customer satisfaction and resolve any issues.
- Achieve and exceed assigned sales targets.
- Managing office operations, including organizing and maintaining files, records and documents
- Coordinating meetings, conferences, and events
- Assisting with budget preparation and tracking expenses
- Supervising and managing office staff
- Maintenance of Office and Vehicles
- Accident Case in Hospital and Police Query and Handling

M&E Officer   **(Unicef)**
October 2016 - December 2020

- Monitoring and Evaluation activities such as data collection.
- Data organizing and data sharing by working together with program field team and partners staff.
- Conduct data collection with relevant program staff and partner's staff by sharing forms or templates with partners, data collection and data saving.
- Conduct data verifications and cleaning through working together with the data collection team from staff and partners.
- . Analyze data and produce high-quality reports that highlight key findings, trends, and recommendations for program improvement. Ensure that evaluation findings and lessons learned are utilized to inform adaptive management and decision-making.
- Collect and document case study, lessons learned, champion the scaling up best practices and conduct beneficiary tracking according to protocols.
- Conduct field visits for data validation and to monitor the quality and completeness of data sets and implementation; coordinate data collection at project sites to monitor program development and ensure timely compilation and reporting of data.
- After monitoring visit, compile monitoring findings and prepare reports to share with respective project/programme focal and line Manager.
- Provide guidance and information/data to support the preparation and submission of donor reports. Support planning, implementation and review of
- Develop the overall framework for project M&E systems in collaboration with project staff, including requirements, reporting;

- develop and monitor project implementation plans to systematically document performance.
- Maintain existing indicator tracking tools; develop additional databases and tracking tools as needed to demonstrate the effectiveness of project interventions. Generate indicator reports for tracking progress against key indicators as needed.
- Any other tasks related to the field of engagement, experience and expertise as and when required by the organization and assigned by the supervisor.

ADMIN/PROCUMENT ANALYSIS   (KASB Modarba)
October 2015 -September 2016

- Troubleshooting/maintenance & implementation
- Co-ordinate enhancement to software requirements
- Database Installation, Backup-Recovery using Export/Import and Managing for its performance and tuning adjustments to its best utilization.

ANALYST PROGRAMMER & DEVELOPER   (KS&EW LTD.)(MOD)
December 2002 -November 2015

- Develop new forms and reports
- Payroll, Attendance, Trail & Balance, Labors Cost, Fund, reports.
- Technical supports of current modules payroll, Attendance, Trail & Balance, Labors Cost, Fund and reports and Form amendment.
- Maintain the programme flow and table indexing.
- Internal and external Audit reports and Data
- Also have played a vital role in operation of cutting the plates and profiles for Multi Purpose Auxiliary Crafts (MPACs) & PQA tugs through Computerized.
- Numerical Control (CNC) Cutting machine, which operates programmatically, interfaced through a computer & software (Nest Master & Turbo Nest).
- During my tenure I also worked for up gradation computerized library & maintained the database programmed of drawings records for design department.
- Oracle 6i Developer and Oracle 9i database.

ANALYST PROGRAMMER & DEVELOPER   (Petroman Institute of Computer Science)
December 2000 -November 2002

- Worked as Assistant at Petroman Institute of Computer Science, Karachi also assisted & imparted 862 hours of hands on computer training.
- Provide **Technical Consultancy of Implementation & Support** to corporate clients, user make Tuning adjustments, provide Helpdesk support to end-users.
- Planned and co-ordinate enhancement to software/ hardware requirements.
- Provide assistance and guidance to junior personnel.