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**Syed Mohsin Syed**

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**Professional Summary**

Accomplished District Project Officer with extensive expertise in IT, program administration, data analysis, planning, nutrition, and social mobilization. Proven ability to develop reporting mechanisms, validate software, and manage projects with leading organizations such as Marie Stopes Society, ACF International, EU-PIINS, PPHI-Thatta, and The Indus Hospital. Currently engaged in polio and GCSS support for polio eradication campaigns.

**Key Skills**

* IT and Software Management
* Data Analysis and Visualization (Excel, Google Data Studio)
* GIS and Polio Boundary Digitization
* Reporting and Dashboard Creation
* Graphic Design and Video Editing
* Project Coordination and Administration
* Social Mobilization and Field Surveys
* Troubleshooting and Technical Support
* Team Building and Management

**Professional Experience**

**District Project Officer**
Rayn Group | Karachi, Pakistan
*Feb 2022 – Present*

* Collaborate with DEOC teams on polio NIDs/SNIDs campaigns.
* Lead boundary digitization using (GIS, Google Earth)at the UC level with field surveys for validation.
* Manage GCSS devices and provide technical and logistic support.
* Track polio teams, AICs and UCMOs by GCSS dashboard during intra-campaign.
* HR and feasibility report data collection for DEOC.
* Logistic forecast according to HR and feasibility report.
* Conduct Training of Trainers (TOT) on the operational use of GCSS devices.
* Supervised UC-level training on the operational use of GCSS devices and data entry in the GCSS app during intra-campaign activities.
* Provide daily performance reports of Intra-campaign, including deployment status, idle time, team tracks, coverage data, geographically missed houses, traveling distances, and interactions (team-to-AIC and AIC-to-UCMO), to be presented at the daily Evening Review Meeting chaired by the Deputy Commissioner.
* Prepared and submitted the Campaign Completion Report (CCR) and debriefed the Deputy Commissioner and PEOC.

**Data Support Coordinator**
Health Department Govt of Sindh | Karachi, Pakistan
*Feb 2021 – Sep 2021*

* Analyzed data for notifiable infectious diseases, including COVID-19.
* Designed Excel-based dashboards for comprehensive analysis.
* Provided technical support and conducted video conference management.
* Created monthly bulletins and collaborated with public health specialists.
* Troubleshooting IT equipment at the Health Secretariat.

**Program & Data Assistant**
The Indus Hospital | Hyderabad, Pakistan
*May 2019 – Jun 2020*

* Conducted data validation and reporting for clinical and field teams.
* Provided support for sputum collection and food basket disbursement.
* Designed weekly DOTS and PMDT presentations and reports.

**Assistant NIS**
PPHI Sindh | Thatta, Pakistan
*Mar 2019 – May 2019*

* Validated health facility data for SAM and MAM patients.
* Maintained IT equipment and prepared monthly progress reports.
* Collected data from TSC, compiled and entered it into NMIS software, then extracted and transformed it into a presentable and visualized format.
* Converted manual reporting formats into digital reporting formats by creating soft reporting templates and dashboards for comprehensive analysis and visualization.
* Installing & Configuration of Computer hardware, operating system, MIS application (MIS software).

**Senior Executive - IT**
Marie Stopes Society | Hyderabad, Pakistan
*Nov 2009 – Feb 2019*

* Managed IT systems and developed policies.
* Working on client information system (CIS/MIS)
* Provided training on MS Office and data management software.
* Troubleshooting of (CIS/MIS)
* Remotely Troubleshooting and installation application from project office Hyderabad to lower Sindh region offices.
* Troubleshooting of Biometric attendance devices to ensure smooth operation.
* Monthly monitoring visit to lower Sindh district offices regarding compliance.
* Facilitate to HO finance, internal & external auditor, M&D and MDT teams during their visits.
* Submitted HRIS for new hires, along with all required HR checklists, and facilitated the zonal head in conducting exit interviews with departing employees, ensuring completion of all necessary HR checklists
* Submitted payroll data, including incentives (where applicable
* Validated district offices petty cash and disbursement amounts, along with bank statements, before submitting to finance.
* Handled petty cash for the regional office
* Monthly reporting and presentation.
* Supervised the appraisal checklist process.

**Education**

**Masters in Arts (Sociology)**
Govt Degree College Thatta | 2022

**Masters in Business Administration**
University of Sindh | 2016
Specialization: Industrial Management, MIS | CGPA: 2.9/4

**Bachelors in Science (Computer Science)**
University of Sindh | 2007
CGPA: 2.1/4

**Bachelors in Commerce**
University of Sindh | 2008

**Projects**

**Annex-6 for Progress Analysis**

* Developed an Excel-powered tool to manage and analyze over 500+ data columns for 100+ UCs.
* Enabled efficient monthly progress reviews and cumulative analysis.

**Languages**

* **Sindhi:** Beginner
* **Urdu:** Expert
* **English:** Intermediate

**Technical Proficiencies**

* Software: MS Office Suite, Adobe Photoshop, Google Tools
* Hardware: Networking, Biometric Machines, Printers, IT Equipment
* Programming: Basic proficiency in SQL and system diagnostics
* Tools: GIS, Google Earth, Wireshark

**References**

Available upon request.