**SYED NOMAN ASIF**

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**PERSONAL PROFILE**

*Father-Name: Syed Asif Hussain*

*Date.Of.Birth: March 08, 1989*

*Nationality: Pakistani*

*Domicile: Peshawar*

*CNIC: 17301-9532538-3*

*Marital Status: Married*

*Address: Gulbahar no:3 Canal Town Peshawar.*

**EDUCATIONAL PROFILE**

***2014*** ***University of Peshawar****: Computer Science (M.Sc).*

***2011*** ***KPK Board of Technical Education*** (*Diploma in information technology).*

***2010*** ***University of Peshawar:*** *Computer Science (B.Sc).*

***2008*** ***Board of Intermediate & Secondary Education Peshawar:*** *F.Sc (Pre Engineering).*

***2006*** ***Board of Intermediate & Secondary Education Peshawar:*** *S.S.C (Science).*

**Professional Experience**

****United Nations**

**Program Data Assistant Mardan Division**

**Responsibilities**

* Maintain and update a proper computerized information system of campaign data.
* Assist in getting campaign coverage data from all districts and its timely compilation and sharing with the provincial and federal offices.
* PTP & HRMP data compilation on daily basis during SIAs Campaign.
* Update and analyze campaign data at district as well as union council levels. Identify problems/inaccuracy in data files and inform the supervisor enable timely corrections
* Provide full administrative support to the Program. Drafts, reviews correspondence. Takes notes at meetings.
* Arrange appointment, receive visitors, screen telephone calls, respond to routine request for information
* Make travel arrangement and process security clearances. Book accommodation and arrange airport transfers as necessary
* Coordinate with provincial offices and follow up on requests for renewal of UNLPs, contracts, travel, work permits, visas etc.
* Assist in the organization of meetings to be held at district levels and makes all administrative and logistic preparations
* Establish and maintain electronic and hard copies filing system of the technical unit.

****United Nations**

**Campaign Monitoring/DDM Focal Person Peshawar**

**Responsibilities**

* Ensure 100% micro plans desk revision and field validation.
* Assist in selection of appropriate vaccinators as per given criteria and in their distribution as per needed.
* Assist in monitoring of timely distribution of DDM Cards Desk review and field validation of all micro plans.
* Tally sheet analysis of the (during process) campaign.
* Monitoring and supervision of all “AIC and Team” training sessions and report submission to Polio Eradication Officer/Program Data Assistant.
* Reporting readiness according to NEAP indicators.
* Team deployment, Vaccine status and presence of must members.
* Report all the matters related to the field.
* Submission of campaign report with a short summary of issues to UPEC & PEO.
* Archiving all prime data and sharing a copy “UC Folder” with PEO consisting of:
* All UC micro plans.
* Team and Area wise readiness report, including Micro plans desk and field validation and tally sheet analysis of the UC.
* NA and Refusal Coverage and take actions against the Refusals.
* Hire religious person or contact and arrange the political interference in refusal coverage.
* Campaign report.

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**Software House: Database Developer**

**Responsibilities**

* Perform database programming for new and existing systems.
* Write scripts, stored procedures and functions for database system.
* Perform quality assurance tests for ensuring data integrity and quality.
* Resolve database problems, queries and error reports in accurate and timely manner.
* Coordinate with team members to perform database programming based on project requirements.
* Assist in planning and implementing the data integration and data migration activities.
* Provide valid inputs in database architectural discussions.
* Assist in identifying process improvements for database performance, reliability and stability.
* Provide programmatic guidance and support to team members when needed.
* Provide project updates and metrics to Managers on regular basis.
* Assist in preparing database functional and design specifications.
* Maintain accurate and complete database programming documentations

**Certifications:**

1. ***Ssafe training (United Nation department for Safety & Security Pakistan).***
2. ***Open Data Kit (ODK) (World Health Organization Pakistan).***
3. ***Electronic Lot Quality assurance Sampling (World Health Organization Pakistan).***
4. ***Integrated Disease information management System (World Health Organization Pakistan).***
5. ***Health management Information System (World Health Organization Pakistan).***

**CO-CURRICULUM PROFILE**

***Certificate in District Higher Secondary School Cricket/Football tournament Peshawar in 2007-08*.**

**OPERATING SYSTEM**

***DOS, LAN, UNIX, WINDOWS XP/Seven/8/10.***

**APPLIED PACKAGES/Expertise**

***MS Office,***

***Expert Data Cloud Solution (EDCS online),***

***Geographical Information System (GIS WHO),***

***Management Information System (MIS),***

***Web designing,***

***Graphic designing,***

***Internet, intranet****.*

**COMPUTER LANGUAGES**

***Oracle10g (developer)***

**LANGUAGES KNOWN**

***Urdu, English***

***Some other local languages***