

Umair Shah

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Ghourri Garden Islamabad

Summary

To work in a challenging environment with a hardworking and professional team to achieve a highest competency and experience in professional field, with opportunities to grow and utilization of my skills and potentials.

Experience

Data Enumerator

UN-IOM · Islamabad, Pakistan

01/2024 - 11/2024

- Conduct comprehensive field data collection under the CRLR Project, focusing on the livelihoods of Afghan citizens residing in Pakistan, using mobile devices, tablets, and conducting door-to-door assessments.

- Provide **verbatim interpretation** in Dari, Pashto, and Urdu during interviews, assessments, and beneficiary communication.

- **Perform Income & Livelihood Assessments (ILA)** and support cash distribution initiatives, ensuring precise data capture and high accuracy in monitoring and evaluation.

- **Manage and verify data accuracy** in surveys covering health, social services, child protection, and Gender-Based Violence (GBV), strictly adhering to safeguarding and “do no harm” principles.

- **Support cross-departmental coordination** and maintain responsiveness to caller issues and complaints; facilitate the updating of staff directories and assist in cross-functional tasks.

- **Collaborate with colleagues** to address complex situations requiring specialized responses, with regular updates and reporting of challenges and field progress to supervisors.

- **Draft and circulate memos and reports** for supervisors and cross-departmental teams to provide updates on field activities, challenges, and achievements.

- **Leverage expertise in survey methodologies** and data collection tools to ensure data quality, verifying records for HR and social services data, and managing electronic records in line with established guidelines.

Administrative Assistant

CERD · Islamabad

01/2023 - 12/2023

- Maintain office filing system.

- Draft, edit, and proofread correspondence.

- Maintain and organize electronic and physical files, ensuring data integrity and confidentiality.

- Manage and prioritize calendars, appointments, and meetings for management.

- Coordinate travel arrangements, accommodations, and itineraries as needed.

- Assist in preparing presentations, spreadsheets, and documents for meetings and reports.
 - Maintain stationary inventory to record available items, orders and issues.
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Skills

Communication skills, Microsoft excel, Microsoft word, Data Collection, Technical Support, Data Entry, Microsoft Office, Data Management, Data Warehouse, Data Analysis Skills English, Urdu, Peshto

Education

BS Computer Science

University of Science and Technology • KP
GPA=3.71

11/2022

Languages

English, Urdu, Dari, Pashto

References

Sira(UN-IOM) Supervisor, Mobile No: 03018112542, Farwa(UN-IOM) Supervisor, Mobile No: 03365080563