

CURRICULUM VITAE



Name: Umar Saeed
Father Name: Saeed Akhtar
D.O.B: 01 December 1983
N.I.C-NO: 54400-0521965-1
Residential Address: Zarghoon Abad, Phase III, Nawa Kili, Quetta.
Mobile: 0333-7901445
E-mail: umar.s.akhtar@gmail.com
umar_akhtar@hotmail.com

OBJECTIVES:

- ❖ To gain practical experience and knowledge in a well staffed organization.
- ❖ To work in challenging environment where I can use my expertise to make valuable contribution.

PROFESSIONAL EXPERIENCE:

Data Assistant

Chip Training & Consulting (CTC)

May 2023 – Present

- Trainings of UC level and AS level staff on data collection and reporting tools
- Follow up with UC staff for submission of data for reports.
- Monitor and follow-up with UC staff on regular data upload on polio info database.
- UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
- Collate and analyse campaign data, monitor feedback from UCOs and generate daily CCPV, COMNet monitoring updates during campaigns.
- Ensure timely submission of periodic reports including 30 HH cluster survey / detail epidemiological investigation form for urgent AFP and polio cases.
- Analyse data of dashboard indicators with UC wise feedback to the UCO and SMs.
- Maintain close liaison with DPCR data operator for two way data flow.

- *Generate and share extended catch up coverage report from DSC dataset with the concerned DPCR. Collate and relay CCPV dataset as per DSC SOP.*
- *To work as focal person for DSC correspondence and follow-up with field staff.*
- *Collection of data for campaign planning from UC level for onward submission.*

TDO (Tehsil Data Officer)

Chip Training & Consulting (CTC)

Aug 2019 – April 2023

- *Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.*
- *Follow – up with UC staff for submission of data for reports.*
- *Monitor and follow-up with UC staff on regular data upload on polio info database.*
- *Have access to PCR and polio info datasets for COMNet and CCPV planning.*
- *Maintain datasets of CCPV and COMNet UCs in the assigned district / agencies.*
- *UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.*
- *Collate and analyses campaign data, monitor feedback from UCOs and generate daily CCPV, COMNet monitoring updates during campaigns.*
- *Guide and on job train CCPV and COMNet staff on reporting tools.*
- *Ensure timely submission of periodic reports including 30 HH cluster survey / detail epidemiological investigation form for urgent AFP and polio cases.*
- *Analyze data of dashboard indicators with UC wise feedback to the UCO and SMs.*
- *Maintain close liaison with DPCR data operator for two way data flow.*
- *Generate and share extended catch up coverage report from DSC dataset with the concerned DPCR. Collate and relay CCPV dataset as per DSC SOP.*
- *To work as focal person for DSC correspondence and follow-up with field staff.*
- *Collection of data for campaign planning from UC level for onward submission.*
- *Maintain the data of social characteristics of polio cases of the respective district.*
- *Spot check missed children logbook and child registration logbook of the assigned district.*

Team Lead (Data Analyst)

MicroMerger (Pvt.) Ltd.

Mar 2017 - Aug 2019

- *Manage a team of professionals on daily basis to meet or exceed objectives.*
- *Perform resource allocation, workload assignment and schedule management for POLIO campaigns.*
- *Printing and compilation of the sheets received from the District Union Councils (K.Abdullah).*
- *Sorting of missing sheets, blur sheets, mistakes and inform UCOs before further process.*
- *Keep in touch with UCOs and keep updated about the changes of Supervisors and teams in Union Councils to avoid uncertain situation during campaign.*
- *Conduct regular performance evaluation of UCOs and inform the District Co-Ordinator.*
- *Address team concerns and provide direction whenever needed.*
- *Ensure that all operations are done in accordance with provided standards.*
- *Resolve all issues and ensure to provide output.*
- *Conduct performance evaluation of supporting DEOs' and provide feedback for improvements.*
- *Build strong working relationships and maintain effective communications with team members.*
- *Identify challenges and suggest appropriate action plans.*
- *Ensure that teams follow company policies and procedures at all times.*

Brand ambassador

(Pakistan Tobacco Company Ltd)

OUTREACH Marketing Services(Pvt.)Ltd

Jun 2016 - Feb 2017

- *To deliver the product message to target consumer with high retention and generate the trial of brand.*
- *To Insure availability of brand.*

Senior Officer Accounts

The City School (Pvt) Ltd.

From Feb 2012 to Jun 2016

- *To be responsible for the day to day activities.*
- *Maintain adequate relationship with bank and ensure accurate and up-to-date data of The City School account. Make monthly Bank Reconciliation.*
- *Responsible in preparing Vouchers.*
- *Monthly Pay roll*
- *Responsible in checking liquidation of petty cash.*
- *Maintain files of proof of transactions.*
- *Carry out general administrative and accounts tasks including filing, telephone answering, record keeping, printing, binding etc.*
- *Support co-ordination of internal and external audits by providing any relevant information as may be required during the audits.*
- *To be responsible for organizing events e.g. workshop, meetings and annual functions.*
- *Handling all officials correspondences*
- *Parental dealings*

Computer LAB In-charge

St. Mary's School Quetta Cantt

From April 2005 to Jan 2012

- *To assist in the operation of a computer lab to provide ongoing assistance to students and teacher and to perform a variety of tasks relative to assigned area of responsibility.*
- *Monitor activities and behavior of students during computer laboratories to ensure the physical and environmental safekeeping of students, as well as adherence to appropriate conduct and disciplinary controls.*
- *Performs basic troubleshooting of computers, network, software and associated peripheral equipment; Contacts vendors as required and arranges for repairs and maintenance.*
- *Updating of inventory for all Hardware/Software.*
- *Prepare and generate reports as requested by administration.*
- *Performs other responsibilities and duties, as required.*

Receptionist

Al-Noor Hospital (Part Time)

From April 2004 to May 2010

- *To be responsible for record keeping of all admitted/discharged patients.*
- *Responsible for collecting Hospital charges.*
- *Responsible for record keeping of daily hospital expenses.*
- *Handling the telephone exchange.*

Operation Assistant

OCS Pakistan (Pvt) Ltd (Part Time)

From Dec 2010 to April 2011

- *Responsible for Receiving mail from customer centers.*
- *Enter the record in online database for tracking.*
- *Responsible for dispatch mail via Land/cargo.*
- *Keeping record of all sending/receiving evidences.*

EDUCATION:

- *B.A from University of Balochistan.*

Political Science, Sociology

- *F.Sc from General Mohammad Musa Government Inter College Quetta.*

I.C.S

- *Matriculation from Islamia High School Quetta.*

H.S.SC in Science

COMPETENCIES AND SKILLS:

- ❖ *Microsoft Office (MS Word, MS Excel, MS Power Point)*
- ❖ *Tableau*
- ❖ *Power BI*
- ❖ *Adobe Photoshop*
- ❖ *Adobe Illustrator*
- ❖ *Urdu, English Composing*
- ❖ *Typing Speed 30 w.p.m*
- ❖ *Trouble shooting Hardware / Software*

PERSONAL ATTRIBUTES:

- *I feel that I am hardworking, astute and work well both independently and within a team. I possess good communication skills both verbal-oral and non verbal-written. Thus I always to meet deadlines.*

REFERENCES:

Dr. Safdar Zarkoon

District Deputy Polio Lead (DDPL) (DEOC)
Quetta.
Mob# 0333-3848898

Mr. Khalid Kasi

District Communication Officer (DEOC)
Quetta
Mob# 0333-7855922