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|  Resume |
| **Usman Ali** |
| **Contact Information** |
| Postal Address: Gali Zafar Iqbal Wali, Chah Rangli Wala, Basti Morwali, Mohalla Bhabhrana, Tehsil and District Jhang SadarMobile: +923427802532 +923046989491Email:  shani647224@gmail.com  |
| **Personal Information**  |
| Father’s Name: Zafar IqbalDomicile: Punjab CNIC: 33202-4921413-1DOB: April 15, 1992Marital Status: Married |
| **Educational Qualification** |
| **SSC (Matric)** **Board of Intermediate and Secondary Education Faisalabad**Year: 2009 Division: 1st **FSC (Pre Engineering) Board of Intermediate and Secondary Education Faisalabad**Year: 2012 Division: 2nd  |
| **Additional Qualification** |
| * Graphic Designing from NAVTTC (06 Months)
* Computer Operator Office Professional CA/OP from NAVTTC (06 Monts)
 |
| **Experience**  |
| * **Voluntary Service as Data Entry Operator DOABA Foundation (NGO)**

 06 Months* Job Description

 *Data Entry, MS Office, Inpage* * **Voluntary Service as Data Entry Operator DOABA Foundation (NGO)**

 Jan 2015 to Jun 2015* Job Description

 *Data Entry, E-mail handling, MS Office** **Admin & Logistic Assistant DOABA Foundation (NGO)**

 April 2018 to March 2020* Job Description

 *Admin, logistic & Warehousing, Documentation, Tendering, Security Management, Quotation collecting, Suppliers database, Assets Management** **Data Entry Operator** (Project PSDF-SFML-R2) **Lodhran Pilot Project-LPP (NGO**

 Nov 2020 to Mar 2021* Job Description

 *Data Entry, Office Management, File Handling** **Admin and Office Assistant (Project ASWA A-II) Lodhran Pilot Project (LPP)**

 Mar 2021 to Feb 2022* Job Description

 *Admin, logistic & Warehousing, Documentation, Tendering, Security Management, Quotation collecting, Suppliers database, Assets Management** **Admin & Finance Officer (KSIP-PSDF) Lodhran Pilot Project-LPP (NGO)**

Oct 2020 to Apr 2023 06 Months* Job Description

 *Administration of project office, Handling finances as per finance policy* |
| **Surveys and Other Assessments** |
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| **Assessments** | **Projects** | **Implementation by** | **Responsibilities** |
| Inclusive Market Demand Study | Community Based Inclusive Development (CBID) Programme | **DOABA FOUNDATION** | **Data Entry & Collection** |
| Post distribution monitoring of Cash Grant Assistance CGA) in COVID-19 emergency | Building Disaster Resilience in Pakistan (BDRP) Phase-II | **LODHRAN PILOT PROJECT (LPP)** | **Data Entry** |
| Knowledge, Attitude & Practices(KAP)& Media Campaign effectiveness Survey | Building Disaster Resilience in Pakistan (BDRP) Phase-II | **LODHRAN PILOT PROJECT (LPP)** | **Data Entry** |
| Women Empowerment Survey | Building Disaster Resilience in Pakistan (BDRP) Phase-II | **LODHRAN PILOT PROJECT (LPP)** | **Data Entry** |
| End Line Survey | Building Disaster Resilience in Pakistan (BDRP) Phase-II | **DOABA FOUNDATION** | **Data Entry** |
| End Line Survey | Community Based Inclusive Development (CBID) Programme | **DOABA FOUNDATION** | **Data Entry** |

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| **Reference**  |
| Will be furnished on Demand  |