|  |
| --- |
| Resume |
| **Usman Ali** |
| **Contact Information** |
| Postal Address: Gali Zafar Iqbal Wali, Chah Rangli Wala, Basti Morwali, Mohalla Bhabhrana, Tehsil and District Jhang Sadar  Mobile: +923427802532 +923046989491  Email:  [shani647224@gmail.com](mailto:azazirshad4@gmail.com) |
| **Personal Information** |
| Father’s Name: Zafar Iqbal  Domicile: Punjab  CNIC: 33202-4921413-1  DOB: April 15, 1992  Marital 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** |
| |  |  |  |  | | --- | --- | --- | --- | | **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** | |
| **Reference** |
| Will be furnished on Demand |