Zia Yousaf

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### Experience

05/2006 to 06/2012

**Data Entry Operator**

**Punjab Health Sector Reforms Program**, Pakistan

* Enter Data in Different Software on daily basis
* Troubleshooter in IT Problems
* Assist to Seniors
* Complete different official task given by Seniors

07/2012 to 06/2022

**Computer Operator/Data Coordinator/IT Assistant**

**Policy & Strategic Planning Unit,** Primary & Secondary Healthcare Department, Punjab, Lahore, Pakistan

* Data Analysis of Different Dashboard of Health Department
* Solving the Department, IT/Networking related issues.
* Assists to IT Seniors.
* Managed the E-Data and also Manual

06/2022 to date

**Data Processing Assistant**

**UN-IOM, Pakistan**

* Register the migrants in the IOM database.
* Maintain daily statistics related to health assessments and update the records.
* QC of DATA
* Perform such other duties as may be assigned.

### Skills

* Data Analysis Skills Using Software SPSS, MS Excel, PowerBI
Strong Grip on MS Office (Word, Excel, Access & PowerPoint)
* **Typing Speed 70 WPM (English)**
* **Typing Speed 60 WMP (Urdu Local Language)**
* Troubleshooting /Networking
* LAN, WAN setting

### Highlights

* Results-oriented
* IT skillful
* Experience
* Problem Solver
* Working in Hard Situation
* Quick Learner
* Good manners

### Education

* Master in Computer Science (MCS)

Virtual University Pakistan

* Graduation

Punjab University, Pakistan

### Certification:

**CISCO Certificate Badge Holder in CCNA**

* CCNA(ITN): Introduction to Networks
* CCNA(ENSA):Enterprise, Networking, Security, Automation
* CCNA (SRWE): Switching, Routing and Wireless Essentials

**CISCO CyberOps Associate Certificate Badge Holder**

Seeking a position in IT sector to utilize my skills, experience and abilities and achieve professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active member.