Zohaib Qazi

Data Officer

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📍 Kech, Pakistan

Summary

Knowledge of commercial and open source software/database engineering tools, design techniques, CASE tools and security standards. Incorporating user and business requirements into cost-effective, secure and user-friendly solutions known for scalability and durability.

Skills

ASP.NET MVC | B2b | Computer Literacy | Multitasking | Project Administration | .Net Core | .NET Framework | Accessibility Standards | Accessibility testing | Accoounts Management | Accounting | Accounting Applications Command | Accounting Software Command | Accounts Administration | Accounts Finalization | Accounts Payable | Accounts Payments Handling | Accounts Receivable Command | Accounts Reconciliation | Accounts Software Command | Activity Coordination | Administration Skills | Adobe Photoshop op | After Sales | Agile Methodology | Alternative Financial Services | American Accent | Analytical Skills | Attendance Management | Audit & Investigations | Automation Testing | Aviation Regulation | Azure Administrator Associate | Azure Environment | B2B Business Development | B2B Manager Marketing | B2B Marketing Strategies | Bank Reconciliation | Banking | Banking Companies Ordinance | Branch Operations | Budget Compliance | Budget Preparation Skills | Business Development Strategies | C Level Sales | C# | Certified Project Manager | Client Dealing | Client Management | Client Resolution

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Experience

Oct 2022 - Present ❌ **Data Officer**
Azat Foundation, Turbat, Pakistan

1.Developing and implementing data collection systems, tools, and procedures that meet the   organization's programmatic and reporting requirements.2.Ensuring the accuracy, completeness, and timeliness of data collected by the organization.3.Designing and implementing data management systems that ensure data security, privacy, and   confidentiality.4.Conducting data analysis to identify trends, patterns, and insights that inform programmatic   decisions.5.Preparing reports and visualizations that effectively communicate key data findings to internal and   external stakeholders.6.Collaborating with program staff to identify and address data quality issues, and develop plans for   data-driven program improvement.7.Developing and implementing training programs to build staff capacity in data collection, analysis,   and reporting.8.Staying up-to-date with emerging technologies and data management practices, and identifying opportunities to improve the organization's data systems and processes.

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Dec 2018 - Oct 2022 **Officer I**
Habib Bank Limited, Turbat, Pakistan

Branch OperationsAssisting with the opening and closing of the branch.Ensuring that the branch is clean and organized.Monitoring and maintaining the branch's supply inventory.Assisting with security procedures, such as opening and closing the vault.Handling customer inquiries and complaints related to branch operations.Account OpeningAssisting customers with the account opening process, including gathering required documentation and inputting data into computer systems.Verifying customer identity and performing necessary background checks.Explaining account features, fees, and benefits to customers.Cross-selling bank products and services to customers.Ensuring that all account opening procedures are in compliance with bank policies and regulatory requirements.

Oct 2017 - Oct 2018 **Information Technologg Manager**
Gul Technology Software House, Quetta, Pakistan

1. Developing and implementing the organization's IT strategy in line with the overall business
    objectives.
2. Managing the IT budget, including the procurement of hardware, software, and services.
3. Overseeing the installation, configuration, and maintenance of computer hardware, software, and
    networking systems.
4. Ensuring the security of the organization's data and systems, including developing and implementing
    policies and procedures for data backup and recovery, and managing cybersecurity risks.
5. Managing the help desk and technical support teams, ensuring that they provide timely and effective
    support to users.
6. Collaborating with other departments to identify and implement technology solutions that improve
    the efficiency and effectiveness of business processes.
7. Keeping up-to-date with emerging technologies and industry trends, and recommending new systems
    and processes to improve the organization's technology infrastructure.
8. Leading and managing the IT team, providing guidance, support, and training as needed.

Education

2017   **Balochistan University of Information Technology and Management Sciences**
Bachelors in Technology , B.Sc (Hons)
Information Technology
CGPA: 3.2/4

2013   **Balochistan Board**
F.Sc Pre-Engineering
Percentage: 62%

2011   **Balochistan Board**
Matric in Science
Percentage: 70%

Projects

Benazir Nashonuma Programme

Developing and implementing data collection systems, tools, and procedures that meet the organization\'s programmatic and reporting requirements. Ensuring the accuracy, completeness, and timeliness of data collected by the organization. Designing and implementing data management systems that ensure data security, privacy, and confidentiality. Conducting data analysis to identify trends, patterns, and insights that inform programmatic decisions. Preparing reports and visualizations that effectively communicate key data findings to internal and external stakeholders. Collaborating with program staff to identify and address data quality issues, and develop plans for data-driven program improvement. Developing and implementing training programs to build staff capacity in data collection, analysis, and reporting. Staying up-to-date with emerging technologies and data management practices, and identifying opportunities to improve the organization\'s data systems and processes.

Languages

English
Expert

Urdu
Expert

Balochi
Expert