



Shazib Mufti

Home : zeeshan street Gulbahar no 4 Peshawar Pakistan, 25000, Peshawar, Pakistan

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Date of birth: 17/02/1994 **Nationality**: Pakistani

WORK EXPERIENCE

[01/09/2023 – Current]

DSO - Data Support Officer (POLIO ERADICATION PROGRAM)

UNICEF

City: Peshawar

Country: Pakistan

Serving data focal point for gathering, a compilation of data from CCPV workers / COMNet. Timely share data and analysis with provincial EOC.

Generate and share extended catch-up coverage report from UCs, DSC dataset with the concerned District. Collate and relay CCPV dataset as per DSC SOP.

To work as a focal person for DSC correspondence and follow-up with field staff.

[01/12/2020 – 31/08/2023]

Data Management Officer

DIRECTORATE GENERAL HEALTH SERVICES PESHAWAR KPK

City: Peshawar

Country: Pakistan

- led data management and analysis efforts in multiple systems: IPMS, NIMS, and COVIM, ensuring data accuracy and quality.
- Developed and implemented data management policies and guidelines, fostering collaboration, and ensuring data integrity.
- Monitored data integrity, system performance, and authentication, identifying opportunities for system enhancements.
- Collected and analysed data from districts daily, meeting NCOC requirements for accurate and timely data.
- Communicated effectively with hospitals, districts, and labs, ensuring adherence to sample collection and testing protocols.
- Prepared and presented daily reports, adapting reporting styles as needed and prioritizing tasks effectively

[01/05/2019 – 30/09/2020]

Office Assistant

HABIB BANK LIMITED HBL

City: Peshawar

Country: Pakistan

- Administrative Support: Assist with daily administrative tasks, including managing and organizing files, handling correspondence, scheduling appointments, and responding to emails and phone calls promptly.
- Data Entry: Accurately enter data into databases and spreadsheets, maintaining high levels of data integrity and confidentiality.
- Filing and Record-Keeping: Organize and maintain office records, both physical and electronic, ensuring easy retrieval and security.
- Office Maintenance: Oversee office equipment maintenance and liaise with vendors for repairs and servicing.
- Miscellaneous Tasks: Assist in any other ad-hoc tasks or projects as assigned by management.

[01/11/2018 – 30/04/2019]

Executive Supervisor

MOBILINK REGIONAL OFFICE

City: Peshawar

Country: Pakistan

- **Team Leadership:** Provide strong leadership to the department's team members, setting clear expectations, and fostering a positive and collaborative work environment.
- **Performance Management:** Monitor the team's performance, productivity, and adherence to established processes and procedures. Provide regular feedback and conduct performance evaluations.
- **Goal Setting:** Collaborate with senior management to define departmental goals and objectives. Develop action plans to achieve these targets and ensure their successful implementation.

EDUCATION AND TRAINING

[05/09/2013 – 15/02/2018]

Bachelor in Computer Science

Institute Of Management Sciences (IM|Sciences), Peshawar

City: Peshawar

Country: Pakistan

Field(s) of study: Information and Communication Technologies: *Information and Communication Technologies (ICTs) not further defined , Software and applications development and analysis , Database and network design and administration*

Final grade: A

[09/09/2022]

Power BI desktop (Coursera Project Network) Project

Coursera <https://coursera.org/share/9656f96f65a5b03c0759a9e6538f7389>

City: Peshawar

Country: Pakistan

[02/11/2022]

Excel Fundamental for data Analysis

Coursera <https://coursera.org/share/67b06bd488700b75e6dbc77fd935da22>

City: Peshawar

Country: Pakistan

[01/12/2016 – 31/12/2016]

Microsoft Office Specialist

Institute of Management Sciences, Peshawar

City: Peshawar

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel | Leadership, Critical thinking and Emotional Intelligence | Microsoft Power Platform (Power BI, Power Apps, Power Automate) | Social Media including

Facebook , WhatsApp and Twitter | Team management & Team work | social work |
Photography (professional) | Microsoft Office package: Microsoft Word, Excel,
PowerPoint, Access | BASIC OF GRAPIC DESIGNING