



# SHAZIB MUFTI

H#247 Zeeshan Street Safdar Town  
Gulbahar # 4, Peshawar Pakistan

03439166739

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16101-49008484-5

DOB: 17 February 1994

## OBJECTIVE

Highly motivated and dedicated professional with a proven track record of delivering exceptional results. Aspiring to leverage my extensive experience and strong expertise in Information Technology to contribute to a reputable organization's success. Committed to providing reliability and consistency in all aspects of my work, I strive to be an invaluable asset by fostering a positive and productive work environment. Seeking a challenging role that allows me to showcase my skills while continuously growing and adding value to the team and the organization.

## EDUCATION

2013-2017

**Graduation: Computer Science**  
**BCS (Hons.): Equivalent M.Sc. (70 %)**  
Institute Of Management Sciences (IM|Sciences), Peshawar



2011-2013

**FSC (pre-Computer Science) (72 %)**  
Islamia College Peshawar



Up till 2011

**Matriculation (75 %)**  
St Mary's high School, Peshawar



## EXPERIENCE

**Data Management Officer DMO | DIRECTORATE GENERAL HEALTH SERVICES PESHAWAR KPK (EPI)**

*Dec/2020 – July/2023*

### Data Management Officer (UNICEF)

Under the overall supervision of Additional DG Health, the incumbent will undertake the following duties,

- 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.
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## **Office Assistant BSO | HABIB BANK LIMITED HBL (Peshawar)**

*May/2019 – sept/2020*

- **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.
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## **Executive Supervisor | MOBILINK REGIONAL OFFICE (Peshawar)**

*Nov/2018 – April/2019*

- **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.
  - **Resource Allocation:** Manage the allocation of resources, including staffing, equipment, and budget, to ensure optimal performance and cost-effectiveness.
  - **Stakeholder Engagement:** Interact with internal and external stakeholders to understand their requirements and address any concerns or issues proactively.
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## Internship | KP Food Safety & Halal Food Authority Peshawar KPFS&HFA

*June /2018 – Oct/2018*

- **Project Support:** Assist in ongoing projects or be assigned individual tasks to support the team's initiatives.
- **Research and Analysis:** Responsible for conducting research, gathering data, and performing analysis related to specific projects or assignments.
- **Administrative Support:** Involved in general administrative tasks such as data entry, document preparation, scheduling, and maintaining records.
- **Collaboration:** Opportunity to collaborate with team members and other departments, fostering teamwork and communication skills.
- **Training and Mentorship:** Receive guidance and mentorship from experienced professionals, providing them with valuable career advice and support throughout their internship.

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## Data Entry Operator | KP Testing Agency

*Feb/2018 – Mar/2018*

- **Data Entry:** Enter and update data from various sources, including paper-based forms, digital files, and online platforms, into the organization's database or computer systems.
- **Accuracy and Speed:** Ensure the accuracy of the data entered while maintaining a high level of productivity to meet daily or project-based targets.
- **Data Verification:** Verify the accuracy of data before and after entry, cross-referencing with source documents to identify and correct any discrepancies.
- **Data Cleansing:** Review and clean up existing data in the database to eliminate duplicates or inaccuracies, ensuring data consistency and reliability.
- **Data Formatting:** Organize and format data to adhere to established data entry standards and guidelines.
- **Record Keeping:** Keep track of data entry activities, including daily input volumes, accuracy rates, and completion status.



## PROFESSIONAL ACHIEVEMENTS

- ✓ *Child Protection System Strengthening (CPSS) UNICEF*
  - ✓ *Power BI desktop (Coursera Project Network) Project Certificate*
  - ✓ *Excel Fundamental for data Analysis (Macquarie University Australia) Project Certificate*
  - ✓ *Data Visualization in Excel (Macquarie University Australia) Project Certificate*
  - ✓ *Member of Core Management Team (Health, Education, Sport) Youth Gleam Welfare Organization*
  - ✓ *Volunteering in Activities (Personal Food Hygiene) Govt. KP Food Safety & Halal Food Authority Peshawar*
  - ✓ *Organizing Extracurricular Activities (Orphan House) Alkhidmat Aghosh Foundation Pakistan*
  - ✓ *Microsoft Office Specialist (PowerPoint, Excel 2010) Institute of Management Sciences, Peshawar*
  - ✓ *Certificate in Information and Technology National Institute of Design and Analysis Chamber of Commerce*
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## PERSONAL INTEREST

Social  
Worker

Cricket

Hiking

Traveling

Movies



## SKILLS

- MS Office Automation
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Social Media Management
- Adobe Photoshop
- Photography
- Power BI



## PERSONAL SKILLS

Typing speed 50 words per minute.  
Elaborative and creative writing skills  
Good conceptual and analytical skills  
Excellent communication, Leadership  
Multi-tasking, Organizational Skill  
Team worker, Creativity, Interpersonal Skill  
Stress Management, Time Management  
Problem Solving, Adaptability, Teamwork

## LANGUAGES

*English* ★★★★★☆

*Urdu* ★★★★★☆

*Pashto* ★★★★★☆



## REFERENCES

Dr. Abdul Sattar Shah	Mr. Gul Haider	Mr. Sajjad Ali	Mr. Sami Ullah
Director Technical	Chairperson	Relationship Manager RM	Network Administration Officer
KP Food Safety and Halal Food Authority	Youth Gleam Welfare Organization	Habib Bank Limited HBL	Expanded Program on Immunization EPI
<a href="mailto:shahjee515@gmail.com">Email: shahjee515@gmail.com</a>	<a href="mailto:ygwo.kpk@gmail.com">Email: ygwo.kpk@gmail.com</a>	<a href="mailto:Sajjad.ali52@hbl.com">Email: Sajjad.ali52@hbl.com</a>	<a href="mailto:enr.samiullah01@gmail.com">Email: engr.samiullah01@gmail.com</a>