

Zubaria Mukhtar

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Willing to relocate: Anywhere

Professional Summary

Dedicated and skilled professional with extensive experience in data analysis and social work. Proven track record of collecting, analysing, and interpreting data to drive informed decision - making. Strong background in social work, with a focus on community development and welfare. Excellent communication and teamwork abilities, with a passion for making a positive impact on individuals and communities. Excels in office management, communications, and utilizing various software tools for data analysis and visualization. Possesses a keen eye for detail and a commitment to achieving organizational goals.

Work Experience

Position: Data Analyst, Wet Stock Management (WSM)

Employer: Chip Training & Consulting (Project by Shell Pakistan)

Location: Lahore, Pakistan

Duration: December 2021 - Present

Responsibilities:

- Collecting and analysing Wet Stock data from the Lahore region retail site (80 retail Sites) on a daily basis.
 - Conducting site visits to investigate discrepancies and ensure data accuracy.
 - Providing orientation on the process of maintaining Wet Stock Management (WSM) data.
 - Managing the preparation of daily, weekly, and monthly reports at the national level.
 - Reporting findings and insights to the Line Manager.
 - Product loss investigation conduct on retail sites on need basis
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Position: Senior Officer - Supervisor

Employer: Greenstar Social Marketing Pakistan Limited

Location: Afghan Refugee Clinic (ARC), Islamabad, Pakistan

Duration: December 2019 - December 2021

Responsibilities:

- Acting as a supervisor overseeing various operational aspects at the Afghan Refugee Clinic.

- Managing email correspondence and communication channels with higher management.
 - Handling finance management tasks, including budgeting and expenditure tracking.
 - Organizing and conducting meetings with staff and stakeholders.
 - Arranging seminars and camps as required.
 - Recording and maintaining various office documents such as patient records, medicine inventory, and employee records.
 - Generating daily, weekly, and monthly reports on clinic activities.
 - Managing employee personal records and leave schedules.
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Position: Enumerator

Employer: Oxford Police Management - Sargodha

Project: Stop Diarrhoea Initiative Project

Duration: October 2018 - November 2018

Responsibilities:

- Conducting data collection activities as part of the Stop Diarrhoea Initiative in the sample localities.
 - Gathering relevant information and data from designated areas or communities.
 - Following prescribed protocols and methodologies for data collection.
 - Ensuring accuracy and completeness of collected data.
 - Adhering to project timelines and objectives.
 - Collaborating with project supervisors and team members to achieve project goals and on time reporting through organizational application and server.
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Position: Field Enumerator

Employer: Apex Consulting Pakistan

Duration: June 2018 to September 2018

Project: "Women Economics and Social Well-being (WESW) in the Punjab

Responsibilities:

- Conducting field data collection activities as part of the "Women Economics and Social Well-being (WESW) in the Sargodha, Punjab.
 - Collaborating with two other organizations under the supervision of the Bureau of Statistics and Punjab Commission on the Status of Women.
 - Following prescribed methodologies and protocols for data collection.
 - Ensuring accuracy and completeness of collected data.
 - Adhering to project timelines and objectives.
 - Working closely with project supervisors and team members to achieve project goals.
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Position: Enumerator
Employer: Apex Consulting Pakistan
Duration: April 2018 to May 2018
Project: Hepatitis Prevalence Survey

Responsibilities:

- Conducting interviews with all household members using Tablet-based Household Questionnaire as part of the Hepatitis Prevalence Survey.
 - Collecting blood samples in collaboration with Chughtai Lab, Lahore.
 - Ensuring accurate and thorough data collection from households.
 - Adhering to survey protocols and guidelines.
 - Maintaining confidentiality and professionalism during interviews and sample collection processes.
 - Collaborating effectively with team members to accomplish survey objectives within the specified timeline.
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Position: Observer
Employer: Bureau of Statistics - Sargodha Division
Duration: November 2017 to February 2018

Responsibilities:

- Ensuring the quality of data collected by enumerators.
 - Conducting household interviews to verify data accuracy and completeness.
 - Performing back-checks and spot-checks to validate collected information.
 - Conducting water tests as required.
 - Taking measurements of children including height and weight.
 - Reviewing and editing data as an editor when necessary.
 - Checking enumerators' hard forms for accuracy and completeness.
 - Observing interviews conducted by enumerators to identify any issues or discrepancies.
 - Synchronizing collected data with the head office to ensure timely processing and analysis.
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Position: Intern
Employer: Prime Minister Youth Internship Program
Duration: March 2017 to February 2018

Responsibilities:

- Internship in the office of Chamber of Commerce Sargodha.
 - Assisting in administrative tasks related to Business affairs.
 - Supporting the Chamber of Commerce office with various office duties.
 - Learning and applying business policies and procedures in the area.
 - Participating in meetings and workshops.
 - Completing assigned tasks and projects under the supervision of senior staff members.
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Position: Research Intern

Employer: Urban Community Development Project - Sargodha

Duration: February 2015 to February 2016

Responsibilities:

- Conducting fieldwork three days a week as part of a study course for one year.
 - Maintaining office records of registered NGOs involved in community development projects.
 - Raising awareness about Dengue Virus among community members.
 - Organizing and conducting activities to raise awareness about Dengue Virus.
 - Planning and executing a seminar on Dengue awareness.
 - Organizing and overseeing a major medical camp activity in a village to provide healthcare services to the community.
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Education

Degree: Master of Arts (M.A.) in Social Work

University: University of Sargodha

Duration: November 2014 to December 2016

Search Paper: Contributory Socio-Economic Factors of Women Living in Shelter Homes

Degree: Bachelor of Arts (B.A.) in Economics

University: University of Sargodha

Duration: September 2012 to August 2014

Degree: Intermediate of Arts (F.A.) in Economics

Institution: Government College for Women, Bhalwal

Board: Board of Intermediate and Secondary Education (BISE), Sargodha

Duration: September 2010 to July 2012

Skills:

- Office Management
 - Communications
 - Teamwork
 - Whiteboard Animation and 2D animation using Video-scribe and online software
 - Video editing using Filmora
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Additional Courses/Diplomas:

- Workplace First Aid
- Moving and Handling People in Health and Social Care
- Care Certificate - Knowledge and Theoretical Components
- Data Analysis using Advanced Excel and SQL
- Basic 6-Month Computer Diploma

Reference will be provided on demand