



Abdul Mussawir Khan

Data Quality officer

PROFESSIONAL SUMMARY

To obtain a challenging position as demand suitable to my skills background, to help a successful organization expand further and to help myself grow further professionally, technically and financially to become an effective team player in a progressive organization.

CONTACT

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✉ Mussaverkhan334@gmail.com

📍 Quetta

LANGUAGES

English

Urdu

Pashto

Brahvi

SKILLS

- News Editing
- MS Office
- InPage
- IT
- Communication Skills
- Supervision
- Databases Management
- Time Management

Interest

- Sports
- Gaming
- Reading
- Typing
- Movies

WORK EXPERIENCE

- ◇ 07/2023 – 09/2023

Data Quality Officer
Data Support Center, MicroMerger Pvt.Ltd

 - ❖ Analysis
 - ❖ Data Cleaning validation
 - ❖ Communication Network Database
 - ❖ Reporting
 - ❖ Arc (Map)
- ◇ 07/2022 – 06/2023

Data Management Officer
Data Support Center, MicroMerger Pvt.Ltd

 - ❖ Management of Databases
 - ❖ Record Keeping
 - ❖ Communication Network Database
 - ❖ Documentation
 - ❖ Communication Skills
- ◇ 11/2018 - 12/2021

Data Entry Operator
Data Support Center, MicroMerger Pvt.Ltd.

 - ❖ Data entry
 - ❖ Data correction (removes bugs and errors)
 - ❖ Data verification.
 - ❖ PMC reporting.
- ◇ 04/2017 – 12/2018

Non-Linear Editor
DAWN News

 - ❖ Budgeting
 - ❖ Making Headlines of News
 - ❖ Creating Breaking News
 - ❖ Correction of Packages
 - ❖ Creating packages for events.

EDUCATION

- ◇ 2021 **BA**
University of Balochistan
- ◇ 2017 **FSc**
Tameer-i-Nau College Quetta
- ◇ 2014 **Matric**
Tameer-i-Nau Public School