
HAMZA AMJAD

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PERSONAL STATEMENT

A Confident, dynamic and self-motivated person prepared to work in variety of roles as required, able to lead the people, digest facts and quickly grasps complex issues.

To work in a highly motivated and professional environment by utilizing environment by utilizing my knowledge under strong leadership. Seeking a challenging position in a reputed organization that commensurate my qualification, experience and taking note of my career development.

Work Experience

May 2022
- May 2023

Data Analyst (M&E Team) at EOC for WHO (World Health Organization) / Micro Merger PVT LTD

- Collaborated with NEOC team members to gather, clean, and analyze real-time data on emergency situations and disaster response efforts.
- Developed data-driven reports and visualizations to facilitate informed decision-making by key stakeholders.
- Conducted regular data quality assessments and implemented data validation processes to ensure the accuracy of information presented on the NEOC dashboard.
- Played a crucial role in identifying trends and patterns in emergency data, which contributed to the refinement of disaster response strategies.
- Analyzed data related to LQAS (Lot Quality Assurance Sampling), PCM (Post Campaign Monitoring), Market Surveys, and Polio Campaigns to provide valuable insights and recommendations.
- Utilized ArcGIS for geographical analysis of Pakistan, producing maps and data visualizations to support decision-making processes.
- Prepared reports and conducted ad-hoc data analysis as requested by officials, ensuring timely and accurate information delivery.
- Contributed to flood data analysis, assisting in the assessment and response to flood-related emergencies.
- Monitored and reported on flood-related developments, ensuring that timely and accurate information was available for disaster management and relief efforts.

September 2018
- Dec 2022

Data Analyst / Team Lead (Team Lead - KP/KPTD) (Data Support Center, Islamabad) Micro Merger PVT LTD.

- Organizing, delivering and evaluating reports as per the strategic plan.
- Generation and sharing of reports and analysis in forms of tables, charts and maps to UNICEF Focal Person and Project Manager generated from multiple linked or non-linked databases of the same program.
- Reporting of monthly reports and analysis to higher management and UNICEF focal personnel for further analysis and in making program and organizational decisions.
- Visualization of data insights for effectiveness, trend analysis, storytelling and to identify areas that need attention and improvement for decision makers.
- Miscellaneous reporting and data analysis upon request of higher authority. Narrative reporting.
- Assisted senior authority with interpreting data and compiling it in organized manner. Gathered inputs from all divisions and validated data for reasonableness.
- Provide technical leadership to teammates through coaching and mentorship
- Daily tasks involved extensive use of MS Excel, MS PowerPoint and MS Word.
- Rebuilt, expanded and improved all legacy reports on new reporting platform using company provided templates.
- Communication with COMNet staff.
- Assigning tasks to staff, workload distribution and monitoring data entry of campaign data along with the performance of assigned junior staff.
- Strong grip and familiarity with multiple databases other than DSC (MCTDb) i.e., EOC, IDIMS
- Polio Info for polio eradication initiatives.
- Strong knowledge and understanding of reporting engines of above-mentioned databases for data collection and data analysis.

Mar 2020 – May 2023

Data Analyst / Team Lead – COVID-19 project (QAQC tool, Reports & Analysis) (Data Support Center, Islamabad) MicroMerger PVT LTD

- Managing and monitoring the team of QAQC tool for cleaning, verification & remove duplication exists in COVID-19 data.
- Supervising the entry of Province wise situation reports of COVID-19 including cases like Suspected, Confirmed, Death, Recovered and many others.
- Analysis on Comparison of Travel Data with IDIMS COVID-19 Data in which we identified how many cases positive in airports flights and those cases which are tested or not tested.
- Supporting Data Analysis for Airport data.
- Province wise analysis on weekly basis in which different types of analysis.

August 2016 –
September 2018

Data Verification Associate (DVA) (Data Support Center, Islamabad) MicroMerger PVT LTD

- Served as the lead project Team Lead and Supervisor on MCTDb.
- Performed data validation, report creation, system testing, data extracts and personnel training.
- Assisted District Coordinator and Management Team with research and data analysis.
- Guided and mentored junior staff and provided expertise to software development team.
- Strong analytical, IT knowledge and interpersonal skills

Education

2021 - 2023 Graduation
Allama Iqbal Open University, Islamabad
B. Com (Computer, Business Mathematics, Statistics)

2012 – 2014 Intermediate
Jinnah College, Gojra
I.Com (Computer, Business Mathematics, Statistics)

2008 - 2010 Matriculation
Quaid-e-Azam School, Gojra
(Physics, Chemistry, Biology)

Trainings

Prevention of Sexual Exploitation and Abuse (PSEA)
UNICEF Agora (2019 & 2020). Online Course at UNICEF Agora

Skills

Specialized/Technical Skills

Data Management

- Data Analysis
- Data Mining
- Data Quality Assessment
- Visualization of Data Insights

Tools & Languages

- MS office (Advanced)
- ArcGIS Mapping
- Ai Adobe Illustrator

Soft Skills

- Leadership
- Team Player
- Flexibility
- Problem Solving Skills
- Creative Thinking
- Decision Making
- Efficiency
- Documentation and Report Writing
- Communication Skills

Databases (MIS) for Polio Eradication Initiative

- MCTDb: Missed Children Tracking Database, (DSC)
- Vaccine Stock: Vaccine Management Database System, (DSC)
- NEOC Database: National Emergency Operation Center
- IDIMS: Integrated Disease Information Management System
- Polio Info Pakistan: COMNet Dashboard and Databa

Value

- Passion
- Commitment
- Honesty
- Motivation
- Innovative and Optimistic

Interest – Hobbies, Passions

- Cricket
- Socializing with friends
- Hiking
- Photography
- Horse Riding