

SAIF-UR-REHMAN

Address: House # R-321 Sector Z-6 Gulshan-e-Maymar, District Malir Karachi.

Mobile: 0346-3160687

Email: saifurrehman77@yahoo.com, saif.sur22@hotmail.com



PROFESSIONAL OBJECTIVES:

To use my skills in an organization that provides challenges and opportunities to progress through the recognition of hard work. To work in an innovative team environment and make a positive contribution towards the company goals. To attain a challenging, growth oriented position in an organization where my skills, abilities and technical experience can be effectively utilized in order to achieve organizational targets and objectives.

ACADEMIC QUALIFICATIONS:

Degree	Subject	Institute	Year
M.A.	Sociology	University of Sindh Jamshoro	2014
B.Com.	Commerce	University of Sindh Jamshoro	2012
INTERMEDIATE:	Pre Engineering	Govt. Degree Boys College	2005
MATRICULATION:	Computer Science	Ali Ali School	2003

PROFESSIONAL EXPERIENCE:

Data Enumerator

Oct-06-2016 – Nov-03-2016.

Innovative Development Strategies (Pvt.) Ltd. (IDS) Islamabad, Pakistan.

- Work for Evaluation of Youth Workforce Development Projects Karachi (2016) which were being Conducted by *Innovative Development Strategies* (Pvt.) Ltd. (IDS) Islamabad, co-organization under **United Nation Development Program (UNDP) & Amantech** sponsor By **USAID**.

Responsibilities:

- Responsible for all data collection from field.
- Responsible for data quality on specified tools.
- To mobilize community for active participation.
- To support the Survey representative in any other activities related to the data collection.
- Daily reporting/ feedback based on field data collection.
- To support the data entry operator in removing and highlighting the field data errors.
- Conducting Interviews about Vocational & Technical training from respondent in different institutes of karachi.
- Coordinating with the supervisor in terms of data cleaning.
- Assist with data supervisor in the forms.
- Manual correction in forms.
- Managing the Process related projects on daily basis.

Work on Project's

- Youth Work Force Development Project Karachi. 2016

Data Input Operator

Feb-13-2009 – Present.

Department of Pediatrics,

The Aga Khan University (AKU) Karachi, Pakistan

- Worked for different projects which were being held in co-effort of **Vaccine Coverage (International Vaccine Institution Karachi)** co-organization under **World Health Organization (WHO)** and **AKU**, Maternal Micro Nutrient Supplementation Project; **AKU-Save the Children (US) & WHO**, Low birth weight (LBW), Census of Bilal Colony.

RESPONSIBILITIES:

- Entered Data in Microsoft Office, .Net & Visual FoxPro For different project
- Preparing Data Receiving Sheets daily on Excel & Manual.
- Sorting the research forms
- Handling the quality of the data entered
- Coordinating with the supervisor in terms of data cleaning.
- Assist with data supervisor in coding over the forms.
- Manual and electronically correction in forms.
- Managing the Process related projects on daily basis.
- Preparing daily and weekly reports.
- Handling query mail related to forms on daily basis.
- Providing training to new operators.
- Constantly assisting the team members with their process related Query.

WORK ON PROJECT'S (IN DATA MANAGEMENT UNIT):

- PCV-10 Study 2013 (Team Leader) In Progress
- Vaccine Coverage Survey 2013 In Progress
- qPCR Study 2013-2014 (Team Leader)
- Saving Brains Study 2013
- Respak Project 2012
- MIPV Study 2012
- SAID Study 2012
- HIB study 2010-2013 (Team Leader)
- Diarrhea Pack 2009 (D-PACK)
- Young Infant Study (YIS) 2009

ACHIEVEMENTS:

- Research Report on "Roll of Religious Scholars in Society" for M.A. Sociology. University of Sindh Jamshoro in 2014.

CERTIFICATE OF PARTICIPATION:

- Conquering Your Presentation Nerves Programme from *The Aga Khan University*, 2014
 - Time Management-Reduce Stress & Improve Productivity from *The Aga Khan University*, 2014
 - MS-Office Training held at *The Aga Khan University*, Karachi on 3rd June, 2013 till 7th June, 2013.
-

SKILLS AND INTERESTS:

- Computer skills.
 - Microsoft Word, Excel & PowerPoint (2007 and 2010).
 - Internet & Email.
 - Worked on Fox pro
 - **Operating Systems:** WINDOWS 98/2000/XP/Window7.
- Communication skills.
- **CDGK Call Center Training Program** initiated by honorable **City Nazim Syed Mustafa Kamal**, for the youth of Karachi from *Ensign Communiqué (Pvt.) Ltd.* in 2008.
- Sports: Cricket, Basketball, Swimming and all fitness sports.
- Key skills
 - * Ability of learning and grasping new things easily,
 - * Willingness to work hard
 - * Desire to learn,
 - * Good in decision-making,
 - * Handling team member and also Can work effectively, in a team as well as individually

PERSONAL INFORMATION:

Father's Name	:	Khalil-Ur-Rehman
Date of Birth	:	22 nd August 1988
CNIC	:	42101-8384578-7
Languages	:	English, Urdu
Marital Status	:	Single

REFERENCE:

Will be provided, if required