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## *CURRICULUM VITAE*

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### **SIFAT ULLAH**

#### **Team Leader**

D.O.B 06-03-1983

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#### Mission

To acquire a challenging position in an Organization, where its members believe in common vision, teamwork and respect for each other like new responsibility, long hour's adverse working environment and opportunities to grow professionally with increasing.

#### Experience 1

Organization: Habib Bank Limited HBL  
Organization Type: public sector / Jubilee Life Insurance Company  
Employer Contact No: 0333-9710653  
Designation: Team Leader  
Location: District Kohat  
Type of Experience: Full time  
Tenure: Dec 2020- Present.

#### Experience 2

Organization: Private School and college  
Organization Type: public sector kohat model school and college  
Employer Contact No: 0333-9710653  
Designation: Computer operator  
Location: District Kohat  
Type of Experience: Full time  
Tenure: Apr 2019 to Dec 2020

### Experience 3

Organization: Danish Refugee Council  
Organization Type: public sector INGO  
Employer Contact No: 0333-9710653  
Designation: Data Analyst  
Location: District Peshawar  
Type of Experience: Full time  
Tenure: Oct 2012 to Dec 2018

#### **JOB Descriptions:**

- ✓ Ensure good quality data entries to database and Develop/modify/update databases and tools on need basis.
- ✓ Commissioning and decommissioning of data sets.
- ✓ Processing confidential data and information according to guidelines.
- ✓ Helping develop reports and analysis.
- ✓ Plan, coordinate and implement database security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.
- ✓ Ensure that storage, archiving, back-up and recovery procedures are functioning correctly.) maintains monthly Report
- ✓ Test programs databases, correct errors and make necessary modifications after discussion with field teams.
- ✓ Ensure data security and accuracy of data entry.
- ✓ Modify existing databases and database management systems according to requirements as led by the program department.
- ✓ Answer questions and queries on database use and management and provide monthly overview of the database.
- Develop and control user access permissions for each segment of database according to program management specifications.
- ✓ Generate reports on a weekly and monthly basis. (Statistical) & Graphical) only using no identifiable information.
- ✓ Ensure data security and accuracy of data entry in manual procedure. Test programs or
- ✓ databases, correct errors and make necessary modifications.
- ✓ Ensure data security and accuracy of data entry in manual procedure.
- ✓ Gathered, stored and arranged data according to age, gender, disability, vulnerability.
- ✓ Project data collection, analysis and reporting.
- ✓ Analyzed data as per requirements of senior management
- ✓ Resolved issues in data management and reporting.
- ✓ Keeping all information and data confidential as per organization policy.
- ✓ Managing master data, including creation, updates, and deletion.
- ✓ Managing users and user roles.

#### Experience 4

Organization: MCB  
Organization Type: public sector / MCB  
Employer Contact No: 0333-9710653  
Designation: Costumer Service Officer  
Location: Bannu  
Type of Experience: Full time  
Tenure: Dec 2007 to Sep 2012

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#### Languages

- Pashtu
- Urdu
- English
- Panjabi

#### Strength

- Responsible
- Friendliness
- Reliable
- Flexible
- Motivated
- Achieving Results

#### Skills/Competencies

- Proficiency in Microsoft office (Excel, Word, PPT)
- Data entry, Storing and Retrieval
- Database Backup
- Strong communication Skill
- Ability to identify and solve data entry related issues
- Designing data entry and reporting format
- Sound knowledge of computer application
- Alphabetic/Numeric input
- Ability to team work

**Education**

**MS.C Computer Science**

Degree	M.SC
University	NWFP Agriculture university Peshawar
Division	1st
Year	2006

**BS.C Computer Science**

Degree	B.SC
University	Govt Post Graduate College Kohat
Division	1st
Year	2003

**FS.C Pre Engineering**

Degree	F.SC
University	Govt Post Graduate College Kohat
Division	1st
Year	2001

**Matriculation**

Degree	Matriculation/ O- Level
University	Govt Post Graduate College Kohat
Division	1st
Year	1999

**References Will be provided on Demand**

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