Sharif Ali

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Profile

To secure a challenging and rewarding position in a global organization where I can utilize my skills and experience to contribute to the success of the company. Adept at operating data entry software and tools with a proven ability to maintain high levels of accuracy and confidentiality. Possesses strong organizational and multitasking abilities to efficiently manage multiple tasks in a fast-paced environment. Seeking to leverage skills and expertise in an international organization.

Education

Master in International Relations   *University of Swat Pakistan* (2016)

Bachelor of Arts (B.A.) in Sociology   *University of Swat Pakistan* August 2012

Bachelor of education (B.Ed.)

Allama Iqbal Open University Islamabad Pakistan 2017 to 2019

Diploma of Information Technology

From Board Of Technical & professional Education From 2016 to 2017.

MS Office, typing and interne,

Form Khyber Computer (six months) May 2007 to December 2007.

Skills

- Microsoft Excel: PivotTables, VLOOKUP, data analysis
- Database Management: SQL, Microsoft Access
- Data Entry Software: QuickBooks, SAP, Oracle
- Typing Speed: 75 WPM with 98% accuracy
- Data Visualization Tools: Tableau, Power BI (basic knowledge)
- Social media marketing and content creation
- Completed a course on Advanced Excel for Data Management
- Attended workshops on Data Security and Confidentiality
- Ongoing training in SQL and database management
- Community engagement and mobilization
- Campaign design and implementation
- International marketing and advertising

Work Experience

Data management: *Government Education Department Swat Pakistan* March, 2016 to march,2021.

- Enter and manage large datasets with high accuracy and efficiency
- Review and correct errors in data entry
- Collaborate with team members to meet productivity and quality standards
- Develop and maintain data entry logs and records

Social Mobilizer: *Swat Participatory Council Pakistan* *June 2021 to March 2022*

- Mobilized communities to promote health, education, and environmental conservation initiatives

- Built relationships with local leaders, stakeholders, and community groups to foster collaboration and support.
- Designed and implemented social mobilization campaigns.
- Developed and disseminated educational materials, including brochures, posters, and social media content.
- Collaborated with local organizations and government agencies to amplify impact and leverage resources
- Monitored and evaluated the effectiveness of social mobilization efforts, identifying areas for improvement and implementing adjustments as needed.

Data Entry Specialist: *Cabi international organization Islamabad Pakistan*   March 2014 to March 2015

- Accurately entered and updated data into various databases, ensuring compliance with international data standards.
- Managed and processed high volumes of data from multiple sources, maintaining a high level of accuracy and integrity.
- Collaborated with global teams to ensure data consistency and resolve discrepancies promptly.
- Developed and maintained comprehensive documentation for data entry processes to facilitate knowledge sharing across international teams.
- Conducted regular data audits to identify and correct errors, enhancing data quality and reliability.

International Marketing Coordinator, *CABI International organization Islamabad Pakistan* January 2012 to December 2012.

- + Developed and implemented marketing campaigns for international markets
- + Collaborated with global teams to create marketing materials and strategies
- + Analyzed market trends and made data-driven decisions to optimize marketing strategies

Social Mobilizer: *Swat Participatory Council Pakistan*   January 2013 to December 2013

- + Responded to customer inquiries and resolved issues in multiple languages
- + Utilized problem-solving skills to address customer complaints and concerns
- + Collaborated with global teams to provide excellent customer service

Data Entry operator, *AL Haram education academy Swat Pakistan*   January, 2010 – 30 December 2011

- Provided administrative and data entry support, managing both electronic and paper records for international projects.
- Assisted in the preparation of detailed reports, spreadsheets, and presentations for global stakeholders.
- Coordinated with international departments to collect and verify data, ensuring accuracy and consistency.

Languages:

- - Fluent in English, Urdu & Pashto. Hindi
- - Proficient in Urdu

Visa Status:

Employment visa valid for 2 years.