** NAIK MUHAMMAD CV**

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| **OBJECTIVE:**To become an Active member of the Dynamic Team of an Organization, to help humanity, accept challenges, contribute to Organizational goals and further to improve my professional skills. I will not make this organization feel sorry for hiring me. |

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| **PERSONAL PROFILE** |
| **Father’s name** | **Gul Hassan** |
| **Date of birth** | **09-11-1991** |
| **CNIC** | **21402-8745807-5** |
| **Marital Status/Sex**  | **Married/Male** |
| **UC**  | **Kassi** |
| **Tehsil** | **Halimzai** |
| **District**  | **Mohmand**  |
| **EMAIL** | nikemohmand@gmail.com dso.mohmand@gmail.com  |
| **Contact#** | **03005872137, 03439797860** |

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| **ACADEMIC RECORD** |
| **Degree/certificate** | **Board/University** | **Completion Year**  |
| **MPA**  | **Virtual University of Pakistan**  | **2019** |
| **MCS** | **Virtual University of Pakistan**  | **2014** |
| **B.Ed** | **Allama Iqbal Open University Islamabad** | **2015** |
| **BSc** | **University of Peshawar** | **2011** |
| **FSc** | **BISE Peshawar** | **2009** |
| **SSC/MATRIC** | **BISE Peshawar** | **2007** |

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| **Professional degree and certificates** |
| **Degree/course** | **Board/institute/university** | **Completion Year**  |
| **Diploma In information Technology**  | **Virtual University of Pakistan**  | **2014** |
| **04 months Computer Course**  | **Govt Technical and Vocational Center Gul Bahar Peshawar**  | **2010** |

**EXPERIENCE**

**DESIGNATION: DATA SUPPORT OFFICER (COMNet)**

**PROFESSIONAL EMPLOYERS PRIVATE LIMITED**

**DURATION: 1st APRRIL, 2021 TO TILL DATE**

I am working as Data Support Officer COMNet at District Emergency Operation Center Mohmand Tribal District and the following are my job responsibilities:-

Serving data focal point for gathering, compilation of data from workers / COMNet. Timely share data and analysis with District Emergency Operation Center Mohmand and provincial Emergency Operation Center. The position is based in DEOC Mohmand with frequent travel to the field.

**Major Tasks:**

* Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.
* Follow - up with UC staff for submission of data for reports.
* Monitor and follow-up with UC staff on regular data upload on polio info database.
* Have access to PCR and polio info datasets for COMNet planning.
* Maintain datasets of COMNet UCs in the assigned district.
* UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
* Collate and analyze campaign data, monitor feedback from UCOs and generate daily COMNet monitoring updates during campaigns.
* Guide and on job train COMNet staff on reporting tools.
* Ensure timely submission of periodic reports including 30 HH cluster survey / detail epidemiological investigation form for urgent AFP and polio cases.
* Analyze data of dashboard indicators with UC wise feedback to the UCO and SMs.
* Maintain close liaison with DEOC data operator for two-way data flow.
* Generate and share extended catch up coverage report from data support center dataset with the concerned DEOC.
* To work as focal person for data support center correspondence and follow-up with field staff.
* Collection of data for campaign planning from UC level for onward submission.
* Maintain the data of social characteristics of polio cases of the respective district.
* Spot check missed children logbook and child registration logbook of the assigned district.

**DESIGNATION: DATA SUPPORT OFFICER (COMNet)**

**CHIP TRAINING AND CONSULTING PVT LTD**

**DURATION: 3RD JUNE, 2019 TO 31 MARCH, 2021**

I worked as Data Support Officer COMNet at District Emergency Operation Center Mohmand Tribal District and the following are my job responsibilities:-

Served data focal point for gathering, compilation of data from workers / COMNet. Timely share data and analysis with District Emergency Operation Center Mohmand and provincial Emergency Operation Center. The position is based in DEOC Mohmand with frequent travel to the field.

**Major Tasks:**

* Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.
* Follow - up with UC staff for submission of data for reports.
* Monitor and follow-up with UC staff on regular data upload on polio info database.
* Have access to PCR and polio info datasets for COMNet planning.
* Maintain datasets of COMNet UCs in the assigned district.
* UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
* Collate and analyse campaign data, monitor feedback from UCOs and generate daily COMNet monitoring updates during campaigns.
* Guide and on job train COMNet staff on reporting tools.
* Ensure timely submission of periodic reports including 30 HH cluster survey / detail epidemiological investigation form for urgent AFP and polio cases.
* Analyse data of dashboard indicators with UC wise feedback to the UCO and SMs.
* Maintain close liaison with DEOC data operator for two way data flow.
* Generate and share extended catch up coverage report from data support center dataset with the concerned DEOC.
* To work as focal person for data support center correspondence and follow-up with field staff.
* Collection of data for campaign planning from UC level for onward submission.
* Maintain the data of social characteristics of polio cases of the respective district.
* Spot check missed children logbook and child registration logbook of the assigned district.

**DESIGNATION: IT ASSISTANT**

**DISTRICT ADMINISTRATION MOHMAND TRIBAL DISTRICT.**

**DURATION: APRIL, 2014 TO MAY, 2019**

I served with District Administration Mohmand Tribal District, as Computer Operator/IT Assistant. My job responsibilities were;

* Daily situation reporting of Mohmand Tribal District to high-up’s
* Special situation reporting to AC, DC and LEAs
* Yearly Verification of Govt employees
* Profiling of citizens
* Presentation of Mohmand Tribal District on different sectors like Development, Law & Order, Crimes, Incidents etc.
* Preparing and maintaining Daily, Monthly, Yearly Crimes data.
* Drafting letters to high ups and various subordinate offices
* Drafting of court cases for the then Assistant Political Agent office
* Organized meetings
* Draft minutes of meeting
* Event management and arrangement
* Monitor the progress on the legal cases being processed by the AC office
* Provide support and advice on IT Related issues
* Maintain record of all the court cases
* Account and finance maintenance
* Coordinate and attend court hearings as and when needed
* Maintain record and prepare payments files for clearance
* Maintaining Jail record.
* Focal Person to Performance Management & Reforms Unit.
* Assist to provide technical assistance and guidance to officials of District Administration in order to enhance their capacity related to IT skill.

**ACHIEVEMENTS**

* For the first time established and prepared court cases management system. Through this system tracking of files and updates of records were kept according to the date of institution, date of hearings, status of the case etc. were made available just in a click
* Established a Lock up record management system where the profile of prisoners, detainees were maintained according to their crime history
* Prepared post wise database of Mohmand Levies and Khassadar force

**EXTRA CURRICULUM SKILLS**

* Excellent report writing skills
* Command over Microsoft office,
* Organizer and have managed many functions at different levels
* Strong written and verbal communicational ability
* Expert in computer software and hardware

**REFFRENCES**

**MR. MUHAMMAD YOUNAS**

District Health Communication and Support Officer Mohmand Tribal District

Contact No: 0345-9386883

**DR. RAFIQ HAYAT**

District Health Officer, Mohmand

Contact No: 0924-290220

**MR. TARIQ ULLAH**

Additional Deputy Commissioner Lakki Marwat

Contact No: 0346-9849984