

QAZI MUHAMMAD FAHIM SHAHZAD

District Project Officer (Rayn Group) (Geographic Coverage support System)

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S/O: Qazi Hafeez Ullah

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CNIC: 12103-9227175-3 | Domicile: Tehsil-Paharpur District-DIKhan, KPK Pakistan | DOB: 26, Feb, 1995

ACADEMIC QUALIFICATION

2016-2018

MASTER OF COMPUTER SCIENCE (MCS)

2 Year program

ID No: 2016-QUD-F-11242

Qurtuba University Dera Ismail Khan

CGPA: 3.65/4.00 (79.82%)

2014-2016

BACHELORS IN COMPUTER SCIENCE

2 Year Program

Roll No: 9939

Gomal University Dera Ismail Khan.

Marks 276/550 (50.18%)

2011-2014

DAE CIVIL (DIPLOMA OF ASSOCIATE ENGINEER)

3 Year Program

Roll No: 884311

Reg No: GCT/DIK/CT/11-3011

Board of Technical Education Peshawar

Marks: 2599/3350 (77.58%)

2009-2011

SSC (SCIENCE)

O level

Roll No: 40969

Reg No: 38-DB/SHPSD-09

Board of Intermediate and Secondary Education

Dera Ismail Khan

Marks: 846/1050 (80.57%)

PROFESSIONAL QUALIFICATION

2013-2014

DIPLOMA IN INFORMAMTION TECHNOLOGY

1 Year Program

Roll No: 21681

Reg No: BCCCS/DIK/DIT/SEP/13/59

Trade Testing Board Peshawar

Marks: 1193/1400 (85.21%)

2011-2011

MICROSOFT OFFICE COURSE

2 Month Program

Reg No: SDC/BCCCS/60545

Skill Development Council Peshawar KPK

2012-2013

AUTOCAD (2D AND 3D)

4Month Program

Roll No: 240

Engineer's Cad Institute Dera Ismail Khan

SKILL

COMPUTER

Data Collection

Data Compilation

Data Manipulation

Record Handling

Data Composition

Data Analyzation

Data Syncing

MS Office (Pack 2016)

1. MS Word

2. MS Excel

3. MS Power point

➤ Pro Level Typing Speed Of **45-WPM**

PROFESSIONAL

Team Leading

Master Trainer

Communication Skill

Office Letter Drafting

Formal English Writing

Presentation Preparation

DSR/MSR Preparation

LANGUAGES

Urdu

Saraiki

English

Pashto

WORK EXPERIENCE

DISTRICT PROJECT OFFICER (DPO GCSS)

Rayn Group (Geographic Coverage Support System)

11th May 2022 to till date

DATA SUPPORT OFFICER (DSO)

Communication Network COMNet (CTC & PEOPLE, UNICEF)

08th January 2020 to 10TH May 2022

TEMPORARY TEHSIL MONITOR (TTM)

World Health Organization (WHO)

1th August, 2016 to 1th January 2020.

WORK EXPERIENCE

DISTRICT PROJECT OFFICER RAYN GROUP (GEOGRAPHIC COVERAGE SUPPORT SYSTEM)

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective

WORK EXPERIENCE

DATA SUPPORT OFFICER (DSO) COMMUNICATION NETWORK COMNET (CTC) UNICEF (THE UNITED NATIONS CHILDREN'S FUND)

Experience Summary:

- Collection of monthly CE plans and sharing with COMNet Officer for review and further submission to UNICEF focal point.
- Follow-up with districts/UCs staff for submission of data for reports.
- Regular monitoring of EOC dashboard, IDMIS etc. for generation of reports and follow-up of pending data with UC and districts.
- Maintain and regular update of COMNet data at EOC level and ensure data shared and uploaded by district and UC level staff.
- Collection and analysis of districts/UCs (*Pre, intra and Post Campaign*) data set on daily basis.
- Generate district/UCs analysis reports including maps on key indicators of (pre, intra and post campaign).
- Prepare provincial and district presentations reflecting communication indicators on operation and surveillance when required.
- Collection of communication data from district/UCs for onward submission at provincial level.

- Weekly and monthly communication data analysis and sharing with provincial colleagues.
- Maintain data of Refusals reasons, disaggregation of the respective districts/UCs.
- Maintain data of social profiling, influencers mapping, and challenge mapping collected by the COMNet staff for further analysis as and when required.
- Close follow-up with districts for collection and streamlining of routine/essential immunization (RI/EI) and integrated services delivery (ISD) reports and sharing according to the agreed timelines.
- Maintain close liaison with EOC data Manager for two-way data flow.
- Guide and provide on job training to DSO and COMNet staff on reporting tools.
- Ensure timely submission of periodic reports including HH cluster survey/detail epidemiological investigation form for urgent acute flaccid paralysis (AFP) and polio cases.
- Maintain the data of social characteristics of polio cases of the respective districts.
- Follow-up the reporting timelines with sharing status sheets of pendency, correctness and completeness of every data set at defined cut-off dates.
- Collation, compilation, analysis and sharing of monitoring visits reports and feedback to COMNet staff and UNICEF.
- Identify issues in data reporting and follow-up through COMNet Officer with DSOs/COMNet staff for corrective measures.
- Collate daily/weekly staff attendance SMS and generate monthly attendance report.
- Perform any other task assigned by supervisor.

WORK EXPERIENCE

TEHSIL TEAM MONITOR (TTM) WORLD HEALTH ORGANIZATION (WHO)

Experience Summary:

- Monitoring and evaluating data.
- Monitoring before, during and after campaign.
- Analysis of data and compare with other data.
- Compilation of the campaign reports.
- Updated Micro plan for each campaign.
- Team recruitment and supervision.
- Training of teams and Area In-charges.
- Prepare list of events for special vaccination (e.g. festivals, weddings, etc).
- Social Mapping to identify week's points.
- To prepare the Monthly Plan for Distribution.
- IPC Training of teams and Area In-charge.
- Identify events for special vaccination (e.g. festivals, weddings, etc).
- Influencer Identification:
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 - Identifying key groups for and against vaccination.
 - Identifying key influential/opinion leaders.
 - Identifying channels of communication and strategies for intervention in social mobilization to reach these stake holders.
- Community engagement:
 - Identifying NGOs and civil society organizations.
 - Identifying and motivating religious leaders, school and local influencers.
- Develop partnership with Medical Officer, EPI Tech and UCPOs to plan and implement Social Mobilization activities.
- To manage the activities of Distribution of teams members and Area In-charge.
- To prepare periodic progress reports to PEO's and District Polio Control Room.
- To keep close coordination with donors, Project field staff and any other concern section in Polio control room.
- Maintain Documentation, stock report physically and Documented, Monitoring checks time to time.
- To collect statistical data from the concern Project field staff, evaluate the accuracy of the obtained information and prepare report on findings.