



Khalid Kamal

Data Entry Assistant

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Bannu Road, Dera Ismail Khan, Pakistan

Summary

For detail please review my cv

Skills

Strong Analytical Skills | Report Writing | Official Assignments | Micorost Excel | Data Mining | Data Management | Data Extraction | Data Entry Operations | Data Administration

Experience

Aug 2021 - Feb 2022

Data Entry Assistant

International Rescue Committee (IRC) Pakistan, Islamabad, Pakistan

- Collect Means of Verification (MoVs), verify them (both manually and through Short Message Service (SMS) service of NADRA and perform data entry.
- Coordinate with Zonal Managers to identify gaps and discrepancies in data and ensure data is entered in Management Information System (MIS) in timely manner
- Scan the relevant data and ensure it is well kept and saved
- Assist Senior Programme Managers in verification of financial claims and their processing

Feb 2021 - Aug 2021

Temporary Tehsil Monitor

World Health Organization, Dera Ismail Khan, Pakistan

1. Pre-campaign

- Micro-planning: - Assist in preparation and updating SIA micro-plans. Validate the micro-plans in the field. Help in identifying and mapping high-risk areas in the specific UC.
- Assist in selection of appropriate vaccinators as per given criteria and in their distribution as per need.
- Assists in monitoring of timely distributions of DDM cards. Ensure that cards are filled properly and upon completion of campaign their submission to the provincial office for further processing.
- Follow up and report to PEO on timely payment of incentives to the frontline workers.
- Trainings: - Assist the DPEOs and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.
- Partnership and Coordination: Promote partnership with all influencing factors at UC level in support of SIAs.

2. Campaign Implementation

- Monitoring: - Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO
- Data collection: and analysis: - Collect and collate the tally sheet data from the area of responsibility on daily basis.

- Ensure proper implementation of SIAs with special attention to hard-to-reach areas and under- served high risk populations.
- Attend the daily evening review meeting at UC level for every SIAs and record the findings/observations for corrective action on the following day of the campaign.
- Participate in preparation of realistic catch-up plans for missed children and monitor their implementations.
- Participate in organizing the re-do/sweeping activities in the UC as required in the light of PCM/LQAs/marker survey results.
- Facilitate the work of Independent Monitors.

3. POST Campaign

- Market Survey.
- PCA (post campaign Assessment)

Feb 2019 - May 2019

Incentive Worker (Database Officer)

International Rescue Committee (IRC) Pakistan, Ghotki, Pakistan

Responsible for maintaining the integrity and performance of project data and guarantee that data is stored securely and optimally.

Develop and maintain requirement analysis for mapping donor report tabulation, total reach, global indicator and requirements with project planning matrix-based reports.

Verify data for completeness, correctness, and consistency and follow up on data quality checklist.

Conduct regular analysis and action planning meetings to compare data against project milestones, targets, and quality expectations across project sites and identify issues requiring further attention.

Any other task as assigned by supervisor

Jun 2018 - Dec 2018

M&E Officer

Frontier Organization for Reforms & Transformation (FORT), North Waziristan, Pakistan

Ensure high quality reports are submitted in a timely manner and work closely with the project Coordinator to ensure reports meet donor requirements.

Involve and inform communities and community leaders about the activities.

Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures.

Prepare periodic progress reports and other documents as required to document the project implementation.

To plan and follow the activities of the project with the team such as field Formation of Community Organization, Village Recovery Plan, Account opening of Community Representative, CMST training and assessment and implementation of Livelihood trainings for empower the local community.

To ensure the proper implementation of the project according to the Detail Implementation Plan (DIP).

To conduct project team coordination meeting on weekly and monthly basis and prepare weekly, monthly and quarterly reports.

Jul 2016 - Jul 2017

M & E Officer

Poverty Alliance Welfare Trust, North Waziristan, Pakistan

Actively participate in project orientation workshop and provide suggestions to develop improve implementation strategy. Generate workshop report with clear guidelines to implement project for all project staff. Establish M&E benchmarks and checklists to be followed

Develop standards and operating procedures for all project activities aligned with International Humanitarian Standards in particular with guidelines to comply with humanitarian charter and sphere guidelines

Develop and share detailed M&E plan for the WASH project with clear targets of verification samples for each activity and deadlines. Agree upon formats and tools with Manager M&E. Develop tools and formats for the monitoring and evaluation of the project.

Conduct frequent monitoring visits, document observations and conduct debriefing sessions with project coordinator. Advise corrective measures and agree upon action plans with project coordinator. Conduct effective follow ups on action plans.

Maintain close coordination with documentation officer to ensure process tracing and accuracy in reporting.

Proactively identify any challenges or bottlenecks that may hinder the achievement of targets or quality of deliverables. Efficiently and effectively address the challenges and/or bottlenecks with support from senior management

Ensure project staff (specially social organizers and engineering team) engages local community in all specific decisions including but not limited to organizing activities and site selection for civil works under project and utmost involvement of socially excluded (women, PWDs, children etc.)

Ensure Complaint and Redressal Mechanisms (CRM) are in place and effectively being used by project stakeholders. Ensure timely redressal of beneficiaries complaint or feedback.

Any other task assigned by the supervisor

Jun 2015 - May 2016

Hub Coordinator/ Senior Documentation Officer

Poverty Alliance Welfare Trust, North Waziristan, Pakistan

Review/check all PAWT/WFP reports in order to ensure that the distribution reports submitted correct and matched with all the related papers /documents.

Collect copies of all reports/documents from the field teams for distribution Hub and file them.

Collect, compile and consolidate daily distribution updates

Review /Check and Consolidate GFD documents.

Coordinate and implement the analysis of field data and in writing of assessment report.

Monitor field program activities and provide on-site guidance and backstopping as deemed appropriate.

Prepare distributions reports for donors and PAWT on food commodity receipts, distribution in the areas of operation, as well as any difficulties encountered. Document and report all food losses at the distribution sites.

WFP Monthly Reports along with Tonnage reports and invoices.

Prepare Call Forward Requests and Monthly Distribution Plan.

Jan 2013 - Mar 2015

Documentation Assistant

Save the Children, Peshawar, Pakistan

Beneficiary registration through online system.

Collect daily food distribution data from each Distribution team; compile the distribution reports and inform the Documentation Officer on daily basis.

Create a data base for all the beneficiaries by each Distribution Hub. Keep updated all the key personnel on day-to-day distribution plan activities at the sub-office level.

Update daily Distribution Board with information of warehouse food stock and distribution activities. Compile weekly data for preparing weekly/monthly distribution reports as per the prescribed formats.

Provide the Documentation Officer with necessary information in order to prepare monthly narrative reports for donors as well as for the country office.
Arrange to keep adequate stock of all commodity management and distribution related forms as per SCs standard commodity management procedures.

Feb 2012 - Dec 2012

Documentation Assistant

Save the Children, Mirpur Khas, Pakistan

Data compilation from all sources and its presentation in relative forms/data tools.
Maintain all data Scheme wise
Prepare token for Kash card Distribution.
Provision of supporting documentation for preparation of reports in relation to appropriate data presentation.
Tracking the significant variables/factors/activity of a program and reporting on them.
Prepare & share daily, weekly and monthly progress report on CFW Program.
Maintenance of data base of beneficiaries and other relevant data.
Preparation of program presentation and updating on regular basis.
Update follow up data on the basis of daily consultation in respective forms/ tally sheets
Provide enrolled beneficiaries with transportation where appropriate.
Any other tasks assigned by Food Aid Coordinator and Documentation Officer
Regular coordination with project coordinator.

Sep 2011 - Dec 2011

Database Assistant

Save the Children, Mirpur Khas, Pakistan

Data compilation from all sources and its presentation in relative forms/data tools.
Provision of supporting documentation for preparation of reports in relation to appropriate data presentation.
Maintenance of data base of beneficiaries and other relevant data.
Preparation of program presentation and updating on regular basis.
Update follow up data on the basis of daily consultation in respective forms/ tally sheets
Provide enrolled beneficiaries with transportation where appropriate.
Any other tasks assigned by Food Aid Coordinator and Documentation Officer
Regular coordination with project coordinator.

Mar 2011 - May 2011

Warehouse Assistant

Save the Children, Dera Ismail Khan, Pakistan

Receive IDP families and organized their processing and inform them about the procedures set for the registration.
Collect and verify information provided by IDPs Families in order to define their eligibility to be registered and to receive food.
Collect Information about the family profile, its current living conditions, its demographic information and the prevailing situation in the area of origin.
Data collection is to be conducted through standard questionnaire available at registration center.
Inform and sensitize IDP families about steps further to registration including right to assistance and type of assistance.
Analyze data and draw conclusion or identify patterns/ trends which can assist the work of others.
Draft reports and correspondence as requested by the Supervisor.

Jan 2011 - Feb 2011

Project Officer

Save the Children, Muzaffargarh, Pakistan

Assessment of targeted villages regarding villages cleanup campaign and 1000 hygiene kits.
Assessment of volunteers in Village Cleanup Campaign for Cash for Work.
Established fund raising system at village level to resolve village level problems and

Sep 2010 - Dec 2010

support vulnerable families and children.
Formulate community organizations in all targeted villages.
Monitor the whole implementation process.
Give hygiene session to community organizations and beneficiaries.
Organize three interactive theatres on Health and Hygiene in the target UC.
Monitor the whole process of distribution of Cash and Hygiene kits to beneficiaries.
Established referral mechanism at field level and referred 98 cases to Education, Health, Social welfare, Baitul maal, and Save the children departments like Child Protection, Health and Nutrition, Livelihood and education.
Daily reporting to Coordinator regarding field activities.

Database Assistant

Save the Children, Dera Ismail Khan, Pakistan

Working as Data base Assistant in general food distribution project for flood effected area of D.I.Khan.

Identify the affected villages and prepare a list of our target beneficiaries for each Village Tract as per FLA signed between SC and WFP;

Explain to the people about the objectives of our program and take their help to prepare the list of the most needy and badly affected people in their respective community;

Send the list of beneficiaries to the Food Aid Coordinator to prepare a data base by respective Village Tracts and Townships

Assist Food Aid Controller with necessary data such as dates and names of distribution centers, number of beneficiaries to receive food each month, etc., for preparation of a monthly distribution plan for your assigned Village Tracts.

Oct 2009 - Jan 2010

Accounts Assistant

Al-Moiz Sugar Mill, Dera Ismail Khan, Pakistan

Prepare cheques for payment.

To receive and process all invoices, expense forms and requests for payment

To ensure that all post is sent daily

Check the CPRs

Jan 2008 - Jun 2009

Computer Operator

Manhattan Data Net, Karachi, Pakistan

Online Data Entry through OCR

Education

2016

Govt. Degree Science & Commerce College

Diploma , DIT

Computer Science

2011

Gomal University

Bachelors in Arts , B.A

ENGLISH,URDU,PAK STUDIES

Percentage: 50%

Languages

Saraiki
Intermediate

Pashto
Expert

Urdu
Expert

English
Intermediate