|  |
| --- |
| Imran Khan  Tehsil Landi Kotal, District Khyber  0301-5936351, 0333-9085830  Email : [dso.landikotal@gmail.com](mailto:dso.landikotal@gmail.com) |
| Seeking a position at you company where I can maximize my 6+ years of experience. |

# Experience

|  |
| --- |
| 1st April 2021 – Till DATeTDUO (Tehsil data usage officer), With People organization.  11th June 2019 – 31st march 2021DsO (data support officer), With ctc organization. ▪Provide overall support on management, maintenance and review of the current data flow and information systems in CBV implementing district. Develop procedural documentation to support efficient, high quality data collection from the field.  ▪Develop and maintain mechanisms for timely and accurate submission of data from UC and Area level staff of campaign data to Data Support Centre (DSC) and DEOC, IDIMS.  ▪Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools).  ▪Coordinate with DSC to ensure all data is received from the field on time.  ▪Prepare comparative analysis of vaccination coverage, missed children and other trend analysis. Generate daily coverage and monitoring feedback reports during the campaign cycle.  ▪Provide field-based orientation to UC level and CBV field staff about reporting formats, data flow and recording systems and CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.  ▪Analyze UC data on agreed indicators and share the report with relevant UC level and area level staff.  ▪Support DEOC and UNICEF in gathering of the specific data, compilation, analysis and onward sharing.  ▪Generate reports on CE / Communication activities in close coordination with UCO Communications and Communication Support Officers (seconded at DEOC/PCR).  ▪Coordinate with Data Support Centre, CBV and COMNet Staff, D& PEOC Information Management Focal Persons of D&PEOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available.  ▪Ensure the DSC and IDIMS datasets are aligned. Compilation forms to be signed off by the incumbent of the assigned union councils prior to sharing it with DSC and DEOC/PCR.  ▪Analyze data, prepare campaign analytical reports in time and share with DEOC/PCR.  ▪Undertake duties as assigned by the respective supervisors. |
| 7th March 2016 – 10th june 2019AS (ARea supervisor), With ctc organization. Supervision of CHWs:   1. Ensure proper registration of CHW book. 2. Validation of registration data 3. Follow up missed children on daily basis 4. Supportive supervision of CHWs in the field 5. Training of CHWs on Inter personal communication skills (IPC). 6. Develop supervision plan for all planned activities. 7. Performance evaluation of assigned CHWs. 8. Plan and conduct awareness sessions in assigned area with (caregivers, schools, madrassas etc.)   Micro Planning and Data Preparation   1. Preparation of Micro Plans 2. Preparation of Area map 3. Mapping and validation of HRMP/nomadic population in his catchment area. 4. Compilation/Preparation of Missed Children data like SMC list (NA and Refusals) 5. Planning and organizing RI activities in assigned area to cover zero dose and defaulters   Tasks during Polio Campaigns   1. Compilation of 2B form with cross validation data from CHW’s registration book before final submission. 2. Ensure registration and vaccination of all institutions (schools/Madrassas) in their catchment area. 3. Logistic and vaccine management in the field. 4. Participation in pre, intra and post campaign meetings with proper data of assigned catchment area.  *Any other task/s as suggested or assigned by the Field Supervisors* |

# Education

|  |
| --- |
| 2009MSC (Statistics), University of Peshawar |
| 2007BSC (Computer and maths), university of peshawar |

# Skills

|  |  |
| --- | --- |
| * Data analysis * Data Visualization * Data Cleaning * Microsoft Excel * Microsoft Word * Microsoft PowerPoint * Critical Thinking * Communication * Attention to detail * Collaboration |  |

# References

|  |  |
| --- | --- |
| * Dr. Shams (NSTOP Officer/DDU & RAO District Khyber)   0333-9184362  [*drshams142@gmail.com*](mailto:drshams142@gmail.com) |  |

* Mr. Luqman Khan (VMO)

0302-8357776

[*pdofata@gmail.com*](mailto:pdofata@gmail.com)

* Dr. Ehtesham (DDPO District Khyber)

0333-9271886

[*hayate@who.int*](mailto:hayate@who.int)

*https://mail.google.com/mail/u/0/images/cleardot.gif*