

**Muhammad Manan Saeed**

**Khoshal Town Street no 1 Kohat Road Peshawar**

**E-mail: m\_manan\_saeed@yahoo.com**

**PERSONAL DATA:**

**(Father Name. Muhammad Saeed ) (Mobile number . 0333-9676560 , 0305-9807934 ) (Date of Birth 31 stMarch 1989)**

**(Nationality: Pakistani), (CNIC No =14101-3361479-9), (Marital status=single) (Domicile: Hangu (KPK)**

**Areas of Interest:**

IT Management, Monitoring and Evaluation, IT Operations, Government Liaison, , Familiar with compliance and procurement guidelines of international donors like UNHCR, UNICEF, WHO, IOM, , USAID ECHO

**EMPLOYMENT RECORD**

**(Over all 6 and Half years Experience)**

**Worked as a HMIS and Training Officer with Federation Handicap International Peshawar.**

**(From March 2022 to June 2022 )**

* Responsible for development of  data collecting tools for all health facilities including community component.
* Trained/orient staff on data collecting tools, data collection and analysis at health facilities.
* Develop project data base for health information and ensure daily, weekly and monthly updates.
* Monitor database effectively in line with agreed project indicators/results.
* Undertake field visits with medical team for data monitoring and verification.
* Verify authenticity and accuracy of data reported from field.
* Support in designing and development of data models that integrate tool and reporting needs for HMIS.
* Ensure quality data collection and timely data entry of data collected from health facilities.
* Monitor compliance with standard of beneficiary’s confidentiality and data collection, entry and retrieval.
* Prepare data quality checking system and ensure right data for decision making.
* Ensure project documents are complete, updated and stored appropriately.
* Orient project staff on data collection and retrieval of HMIS.
* Undertake capacity building of field staff for better facilitation of the target beneficiaries.
* Plan, conduct and evaluate training of CHWs/TBAs and community members in health and hygiene.

**Worked as HIS/NIS Officer with MERF at ECHO SHINE Project Orakzai.**

**(From Nov 2021 to Feb 2022)**

* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* Manage the administrative systems of the MIS Unit, including filing system.  
  To gather data and organize these into meaningful reports that will help management in making decisions.
* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* To help define and formulate policies.
* To help ensure accuracy of reports provided to all levels of management.

**Worked as a HMIS Assistant with MERF Covid -19 Hospital Nishtar Abad Peshawar.**

**(April 2021 to Oct 2021)**

* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* Manage the administrative systems of the MIS Unit, including filing system.  
  To gather data and organize these into meaningful reports that will help management in making decisions.
* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* To help define and formulate policies.
* To help ensure accuracy of reports provided to all levels of management.

**Worked as a District MIS & Logistic Officer with Integrated Health Project KPK.**

**(Sept 2020 To March 2021)**

* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* Manage the administrative systems of the MIS Unit, including filing system.  
  To gather data and organize these into meaningful reports that will help management in making decisions.
* To help ensure accuracy of reports provided to all levels of management.
* Supply |Food each HFs on time base.

**Worked as a Monitoring and Nutrition Information System Officer with PRIME Foundation. (PIPH)**

**Sept 2019 to Feb 2020.**

* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* Manage the administrative systems of the MIS Unit, including filing system.  
  Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* To help define and formulate policies.
* To help ensure accuracy of reports provided to all levels of management.

**Worked as a Data Support Officer with World Health Organization(WHO) – PEI.**

**May 2017 to June 2019.**

**Job Duties.**

* Responsible for all data maintaining, supporting, management and proper compilation at Provincial level.
* Follow up all data with the Districts concerned staff and Arrange appointment, receive visitors, screen telephone calls, and respond to routine request for information.
* Assist in analyzing and compiling data to measure the progress and impact of program activities.
* Record all feedback and Maintain and update a proper computerized information system of campaign data

**Worked as a Enforcement /Field Officer with United States Agency For International Development (USAID) in Peshawar .**

**(Oct 2014 to Aug 2015).**

**Job Duties:**

* Conduct daily field inspections as per assigned schedule and Complete various forms and other documentation.
* Provide input and support in the testing of the HHU meter reading software application.
* Provide assistance to PESCOs staff in downloading/uploading meter route file.
* Assist the Project Manager in preparing other relevant reports.

**Worked as a Monitoring and Evaluation Officer with KherKheegaraTanzeem(KKT) Peshawar.**

**(Jan 2014 to June 2014).**

**Job Duties:**

* Develop and strengthen monitoring, inspection and evaluation procedures.
* Monitor all project activities, expenditures and progress towards achieving the project output.
* Develop monitoring and impact indicator for the project success.

**Worked as a Team Leader in ZH Associates (Out Bound Call Center) Rawalpindi.**

**(Sep 2008 to Sep 2010)**

**Job Duties**:

* Ultimately responsible for ensuring the team is consistently delivering working software to the standards the department expects whether this be within an iteration or through a continuous flow model so that we are consistently delivering value to Company.
* It is ultimately my responsibility that my team are adhering to the principles and practices we have committed to so that we are doing work efficiently and of the highest quality.
* Be available for employees that experience work and/or personal problems providing appropriate coaching, counseling, direction and resolution.

**ACADEMIC QUALIFICATION**

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| Degree | Subjects | Board |
| B.S | Computer Science | Federal University of Science & Technology Islamabad |
| F.sc | Pre-Engineering | Board of Intermediate & Secondary Education Kohat. |
| Matric | Science | Board of Intermediate & Secondary Education Kohat. |
| Cisco | CCNA | Corvit Rawalpindi |

**Languages:**

English, Urdu, Pashto

**References:**

References will be furnished on demand.