

QAZI MUHAMMAD FAHIM SHAHZAD

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

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



# ACADEMIC QUALIFICATION

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| --- | --- | --- |
| 2016-2018 |  | master of computer science (mcs)2 Year programID No: 2016-QUD-F-11242Qurtuba University Dera Ismail KhanCGPA: 3.65/4.00 (79.82%) |
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| 2014-2016 |  | BACHELORS IN COMPUTER SCIENCE2 Year ProgramRoll No: 9939Gomal University Dera Ismail Khan.Marks 276/550 (50.18%) |
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| 2011-2014 |  | dae civil (diploma of associate engineer)3 Year ProgramRoll No: 884311Reg No: GCT/DIK/CT/11-3011Board of Technical Education PeshawarMarks: 2599/3350 (77.58%) |
|  |  |
| 2009-2011 |  | ssc (Science)O levelRoll No: 40969Reg No: 38-DB/SHPSD-09Board of Intermediate and Secondary Education Dera Ismail KhanMarks: 846/1050 (80.57%) |
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| PROFESSIONAL QUALIFICATION |
| 2013-2014 |  | diploma in inforamtion technology1 Year ProgramRoll No: 21681Reg No: BCCCS/DIK/DIT/SEP/13/59Trade Testing Board PeshawarMarks: 1193/1400 (85.21%) |
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| 2011-2011 |  | MICROSOFT OFFICE COURSE2 Month ProgramReg No: SDC/BCCCS/60545Skill Development Council Peshawar KPK |
|  |  |
| 2012-2013 |  | Autocad (2d and 3d)4Month ProgramRoll No: 240Engineer’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:
* 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.