



Mohammad Riaz
CNIC# 16101-5028957-3
DOB: 10th Jan 1984



Profile

I am a competent with 8 years of work experience within the social sector.

I am looking for a position where I Manage or lead assigned workforce towards the achievement of organizational goals.



Contact

Village P/O Fathma
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Work Experience

Data Management Officer. "NAWAY WRAZ" June 2020 – Current DG Health Services KPMD (UNICEF)

Under the overall supervision of Additional DG Health the incumbent will undertake the following duties,

- a. Responsible for Data Management in the Integrated Performance Monitoring System (IPMS), National Immunization Management System (NIMS), COVID-19 Vaccine Inventory Management System (COVIM) platforms to ensure quality of the Data entered in the system.
- b. Responsible for Establishing and implementing procedures for competent data management to ensure adequacy, accuracy and legitimacy of data in collaboration with pertinent team leads.
- c. Implementing policies and guidelines for data management teams working in districts.
- d. Monitoring the data in the Software Systems for data integrity, performance and authentication of the data procedures.
- e. Assist in improving system performance and make recommendation for software,
- f. Hardware, and data storage enhancements.
- g. Collecting Data from Districts on daily basis in different formats as required by National Command and Control Centre (NCOCC).
- h. Monitoring the Lab Performance by communicating with Hospitals/Districts/Labs.
- i. Ensuring all protocols and procedures should be followed for taking the samples and performing the tests.
- j. Making Daily Situation Reports, Summaries and Progress Reports as per requirements.
- k. Assisting in setting milestones and timelines and Ensure the rectitude, confidentiality and security of all datasets.
- l. Monitoring of Health Care Capacity for utilization of assets according to the circumstances in Hospitals across the province.
- m. Analyzing the data and generating reports for the daily performance of the districts responsible for the Data entries and Contact Tracing of the Cases.
- n. Explore the evidence of effective practice, including example of works in maintained and independent departments across the province in the context of data management.

District Oversight Consultant. Torghar Sep 2018 – Dec 2018 UNICEF (ZMK Consultant)

Pre-Campaign Phase

- a) Support and guide the respective District Health Authority in the understanding of the financial breakdown of the measles budget and on the modalities of expenditure as per agreed rules between UNICEF and Govt of KPK. Keep a continuous liaison between district health authorities and Provincial EPI team through the Provincial UNICEF Office. Participate in the Orientation workshop facilitated by UNICEF CO and Field office teams and development work plan for the assignment
- b) Conduct an orientation session with the district health authority for the modalities of HACT expenditure.
- c) Guide the districts in disbursements of different payments in line with the agreed budgets.
- d) Ensure that the resources provided for pre-campaign activities were used for the intended activities at the district level as per the micro plans.
- e) Facilitate all the activities at district level regarding measles SIA, both programmatic and financial during pre-campaign phase, including trainings and meetings at different levels and report on proposed corrective measures taken



Skills

Trainings
QuickBooks
IT Computer
Reporting
Records & Office Management
Accounting and bookkeeping
Training
Communication
Monitoring & Supervision

Honesty
Work Ethic
Meeting & Event
Ability to Work in Harmony
with Co-Workers
Hardworking
Teamwork



Trainings & Certificates

Three Months IT computer
Certificate

Basic & Advance Security in
the field by UNDSS-UN

Child Health & Sanitation
Week 2008 by IRSP Mardan

Capacity Building & Project &
Finance Management by Green
Accurse Peshawar.

Six months MS Office &
Inpage certificate

Campaign Phase

- a) Ensure that the planned activities have been executed to the required level and quality and in accordance with the planned budget.
- b) Report to the province of the real-time data on daily basis on agreed format (e.g. Rapidpro, excel, etc.)
- c) Facilitate all the activities at district level regarding measles SIA, both programmatic and financial during the campaign phase and report on proposed corrective measures.

Post Campaign Phase

- a) Support the respective district in the complete and proper completion and submission of the vouched accounts to the provincial office within stipulated time.
- b) Facilitate all the activities at district level regarding measles SIA audit by third parties, both programmatic and financial
- c) Support the third-party validation of campaign coverage to be conducted by WHO
- d) Support the UNICEF Provincial Office in any other assignment related to EPI during this period.

Individual Consultant (Peshawar, Quetta) Jan, 2018 – Feb, 2018 UNICEF Pakistan

The local market in Pakistan is developing which necessitates an update of the information on local vendors, availability of commodities and services, sources of products imported, capacities available etc. with the continuous increase and market expansion, there is a need for UNICEF to be aware of the new market trends and tap into those potentials to expand and update our vendor master record.

The local consultant required to support and help principal consultant to complete the UNICEF market survey in Quetta and Peshawar. The goal of consultancy is to assess availability of locally available supplies, pre-qualify vendors for local procurement of supplies and services.

Expected Deliverable.

1. Data entry of receiving supplier profiles form from Peshawar and Quetta.
2. Facilitate meeting with Chamber of Commerce in Peshawar and Quetta.
3. Provide supplier profile forms to potential vendors and completed by all applied suppliers and get missing document from vendors.
4. Field visit of supplier locations and complete supplier, visit form.
5. Ensure the pre-qualified vendors register in the UNGM website.

Tehsill Monitor April, 2015 – Nov 2017 World Health Organization-UN

- Preparation of Micro plan, Mapping & identifying high risk areas.
Selection appropriate team & supervisors as per the criteria and their distribution as per need.
Assist PEO in planning, coordinating & organizing training sessions for team and supervisors
Monitor and supervise the process of implementation of the campaign as per guideline.
Data collection and analyses from the area of responsibility on daily basis
Ensure proper implementation with special attention to hard to reach area & under-served high risk population.
Facilitate the work of an independent monitor.



Hobbies & interests

I love walking,
hiking and cycling.
I also enjoy crafting, reading
books, Internet surfing



Achievements

Promoted after only 6 months in the
role.
Trained new employees.
Received award & commendations
from supervisor



References

Rajendra Kumar Lal,
International Consultant,
UNICEF
(rajendra.kayastha@gmail.com)

Dr. Abadi U Rehman,
President, OPA
(aliyousifzai@gmail.com)

Saeed Ahmad, Chief Finance
Officer, APPNA SEHAT
(saeed-77@live.com)

Team Assistant World Health Organization-UN

Dec 2014 –Mar 2015

Under the overall supervision of WR and direct supervision of the Polio Eradication Officer, the incumbent will undertake the following duties:
Receives and screens correspondence, provides necessary back-up information and maintains the record of various activities of the Polio Eradication Office.
Drafts and prepares correspondence of a routine nature for the supervisor's signatures, checking enclosures and addresses etc.
Arranges appointments, receives visitors, screens telephone calls, responds to routine requests for information.
Makes travel and security clearance arrangements (still appropriate??) for staff working in the district.
Assist in preparing any training plans for SIAs
Assist in following up with UC levels the receipts of all logistics items for every SIA to ensure the running of the activity
Assist in sending different social mobilization, communications, training and campaign related materials along with vaccine and follows up its delivery to the quarters concerned.
Assist in getting reported coverage from all the UCs and its compilation and assist in organizing various meetings arranged by PEO
Performs general secretarial and administrative duties as required.

Admin/Finance Assistant APPNA SEHAT

May, 2010 – Sep, 2014

Under the overall supervision of the CEO and direct supervision of the Finance Manger, the incumbent will undertake the following duties:
To perform all computer work including typing, entering field data, etc.
To ensure proper receipt and timely dispatch of all regional correspondence.
To assist the Regional Supervisor in maintaining and updating all sorts of regional Records including personnel records, salary records, property records, reports, correspondence, etc. as per Standard Operational Procedures.
To assist the Regional Supervisor in producing monthly discursive and financial reports.
To visit banks, post office, market, etc. as and when required for the office work.
Notifying the seniors whenever any irregularities are suspected and/or detected.
Performing all the duties that are mentioned in AAP KI SEHAT SOPs for the Regional Admin. Assistant to carry out.
To perform any other duties as assigned by senior AAP KI SEHAT staff.

Extracurricular activities

Election Observer NA-11 Mardan KPK 2013 by FAFFN
G. Secretary/Trainer Organization for Public Awareness Mardan KPK
Record Keeper NRSP-LSO WISE Project Mardan



Education

M.Sc Pak Studies 2015 – 2018
AIOU Islamabad
MPA HRM 2021 Current
AWKUM Mardan