Curriculum Vitae

Akhlaq Ahmad

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Jamrud District Khyber
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Address: Nai Abadi Iqbal Model School Abdul Rahim Village Godar Road Jamrud district Khyber.

■■ OBJECTIVE:

To work in a challenging environment in any government and nongovernment organization for career growth through sincere achievement and skill and where revaluation is based on performance and where is an equal chance of career development.

■■ PERSONAL INFORMATION:

- Father Name   Jan Rehman
- Nationality   Pakistani
- Date of Birth   27/09/1990
- Domicile   District Khyber
- Religion   Islam
- CNIC   21202-4377041-3
- Gender   Male
- Marital Status   Married

■■ PROFFISIONAL BACKGROUND:

1. **Organization**: **People (Professional Employers Pvt Ltd)**

   Position: **Data Support Office/Tehsil Data Usage Officer** (from 1st May 2021 to 30th June 2023).
   Duty Station: District Emergency Operation Centre (DEOC) Type-D hospital Jamrud district Khyber

Job Description & Activities:

- Provide overall support on management, maintenance, and review of the current data flow and information systems in the 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 DPCR, 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 a comparative analysis of vaccination coverage, missing children, and other trend analyses. Generate daily coverage and monitoring feedback reports during the campaign cycle.
- Provide field-based orientation to UCOOs and CBV/SMT 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 UCOOs and ASs.
- Support DEOC and UNICEF in gathering 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/SMT 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 make data analyses and products accessible and available.
- Ensure the DSC and IDIMS datasets are aligned. Compilation forms are to be signed off by the incumbent of the assigned union councils prior to sharing it with DSC and DEOCPCR
- Analyze data, prepare campaign analytical reports in time, and share with DEOC and UNICEF.
- Spot check missed children logbook, communication / CE data, and child registration logbook of the assigned district and union councils.
- Maintain social profile data of polio cases reported

- ► Preparation of presentation for Deputy Commissioner (DC) Level evening review meeting.
- ► Preparation of meeting minutes and further sharing with Provincial EOC.
- ► Presentation of different data reports to district-level staff.
- ► Maintain social profile data of polio cases reported.
- ► Undertake duties as assigned by the respective supervisors.

2. **Organization**: **Chip TRAINING & CONSULTING (CTC)**.

Position: Data Support Officer (From 25th August 2016 to 30th April 2021).
Duty Station: District Emergency Operation Centre (DEOC) Type-D hospital Jamrud district Khyber.

Job Description & Activities:

- ► Collate daily staff attendance SMS and generate monthly attendance reports for the assigned district.
- ► Follow–up with UC staff for submission of data for reports.
- ► Monitor and follow up with UC staff on regular data upload on the polio info database.

- ► Have access to PCR and polio info datasets for COMNet and Community-Based Vaccination (CBV) planning.
- ► Maintain datasets of CBV and COMNet Union Councils (UCs) in the assigned district/agencies.
- ► UC-level data collection and compilation on key indicators to generate pre, intra, and post-campaign reports.
- ► Collate and analyze campaign data, monitor feedback from UCOs, and generate daily CBV, COMNet monitoring updates during campaigns.
- ► Guide and on job train CBV and COMNet staff on reporting tools.
- ► Ensure timely submission of periodic reports including 30 HH cluster survey/detail epidemiological investigation forms for urgent AFP and polio cases.
- ► Analysis data of dashboard indicators with UC-wise feedback to the union council officer and SMs.
- ► Maintain close liaison with the DPCR data operator for two-way data flow.
- ► Generate and share extended catch-up coverage reports from DSC dataset with the concerned district Polio control room (DPCR). Collate and relay the CBV dataset as per Data Support Center (DSC) SOP.
- ► To work as focal person for DSC correspondence and follow-up with field staff.
- ► Collection of data for campaign planning from the UC level for onward submission.
- ► Maintain the data of social characteristics of polio cases in the respective district.
- ► Preparation of presentation for Deputy Commissioner (DC) Level evening review meeting.
- ► Preparation of meeting minutes and further sharing with Provincial EOC.
- ► Presentation of different data reports to district-level staff.
- ► Maintain social profile data of polio cases reported.
- ► Spot check missed children logbook and child registration logbook of the assigned district

■■ EDUCATIONAL INFORMATION

Sno.	Year	Degree	Institute	Division
1	2006	Matriculation	Islamia Collegiate School University of Peshawar	1st Division
2	2008	F. Sc	Forward Degree College Hayatabad Peshawar	1st Division
3	2010	Bachelor of Science (Computer Science)	Govt: Degree College Hayatabad Peshawar	1st Division

4	2012	Master in Computer Science	University of Peshawar	1st Division

■■ COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- MS Access.
- WordPress
- Photo Shop
- Tableau
- Power BI
- Python
- Google sheets
- Google forms
- Web Designing

■■ OTHER SKILLS

Language	English, Pasto (Mother Tongue), and Urdu
Computer	Advance Computer Operating Skills
Advocacy	Skills to influence socio-political components for positive change
Communications	Active listening, public speaking, and message-delivering skills.
Social Mobilization	Social Engagement skills of the wider community for better results.

Name	Designation	Duty Station	Organization	Contact #
Dr. Ihtesham Hayat	Deputy District Polio Office (DDPO)	District Emergency Operation Center District Khyber	WHO	0333-9271886
Dr. Shams ur Rehman	N-STOP Officer	DEOC District Khyber	N-STOP (Government)	0333-9184362

■■ BEST PERFORMANCE AWARD

- I have been awarded two best performance certificates by the Deputy Commissioner of Khyber for my outstanding achievements.

■■ REFERENCES