SIKANDER ALI JOKHIO

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Career Summary:

Looking for suitable opportunity in reputed organizations; where my skill-sets would be exposing to challenging situation and effectively used in imparting quality, which help accomplish along with personal development.

Job Experience:

Employer:	**Community World Service Asia_CWSA**
Designation:	**MEAL Assistant**
Project:	**Cash for Food & Agri Input JPF**
Duration:	**April-23 to Continue**
Location	**Mirpurkhas Sindh**

Job Description:

- Monitoring and Evaluation Provide support in the collection, analysis, and reporting of project data, including developing and managing data collection tools, monitoring project indicators, and conducting data quality checks.
- Reporting: Responsible for preparing timely and accurate project reports.
- Data Management: Compile project data and ensure that data is entered accurately and in a timely manner, conduct data cleaning and analysis, and ensure that data is stored securely and is easily accessible.
- Capacity Building: Ensure capacity building of project staff and partners on M&E, data management and reporting.
- Information Management: Assist in the design and implementation of project information systems, including developing and maintaining databases, and ensuring that data is used effectively to inform project decision-making.
- Knowledge Management: Contribute to the development of project knowledge products, such as case studies and best practices, and ensure that project knowledge is shared effectively with project staff and partners.
- Field Level Evolution of PDM and Project Activities base line and End line
- Communications: Assist in the development of project communications materials, including success stories, newsletters, and social media updates.
- Develop project related qualitative and quantitative M&E tools with the technical support from Senior MEAL Officer -NC
- Train the project staff in using relevant M&E data tools for the improvement of program activities.

Employer:	**Accelerated Action Plan AAP/Health Department Govt of Sindh.**
Designation:	**District NIS Person**
Project:	**Sindh AAP_ for Reduction of Stunting and Malnutrition**
Duration:	**June-20 to April-23**
Location	**Umerkot Sindh**

Job Description:

- To assist in data compilation from all sources and its presentation in relative forms/Data tools.
- To assist in provision of supporting documentation for preparation of reports in relation to appropriate data presentation.
- To maintain data base.
- To collect reports from the IPs Inter and enter into data base.
- To prepare the weekly and monthly reports and present to Head Management
- Monitoring Tools use data verifications field based.
- Any other task assigned by the Head Team.

Employer:	**Shifa Foundation**
Designation:	**MIS Assistant**
Project:	**Nutrition_WFP**
Duration:	**April-2020 to July-2020**
Location:	**Tharparkar**

Job Description:

- To get familiar with Nutrition Information System (NIS) and use it to manage beneficiary database.
- To assist in data compilation from all sources and its presentation in relative forms/Data tools.
- To assist in provision of supporting documentation for preparation of reports in relation to appropriate data presentation.
- To maintain data base.
- To collect reports from the team and enter into data base.
- To prepare the weekly and monthly reports and present to donors and district governments.
- Any other task assigned by the Project Coordinator.
- Check inventory records for accuracy.

Employer: **Rural Development Associate (RDA)**
Designation: **HR Assistant**
Project: **Water/ Tree Plants**
Duration: **Sep-2019 to January-2020**
Location: **Tharparkar**

Job Description:

- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.
- Substantiates applicants' skills by administering and scoring tests.
- Schedules examinations by coordinating appointments.
- Welcomes new employees to the organization by conducting orientation.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data.
- Provides secretarial support by entering, formatting, and printing information.
- Organizes work.
- Answers the telephone, relays messages, and maintains equipment and supplies.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.

Employer:	**DevCon Development Consultants Pvt (Ltd)**
Designation:	**IT Assistant**
Project:	**Trainings**
Duration:	**July-2019 to Auguest-2019**
Location:	**Chachro Tharparkar**

Job Description:
- Daily BaseCollecting Data & Update Reporting Share Daily Base Line Manager.

Employer:	**HANDS Pakistan**
Designation:	**NIS Officer /MIS**
Project:	**Enhance Nutrition Mother & Child Program/Nutrition**
Duration:	**June -2018 to July-2019**
Location:	**Chachro Tharparkar**

Job Description:
- To get familiar with Nutrition Information System (NIS) and use it to managebeneficiary database.
- To assist in datacompilation from all sources and its presentationin relative forms/Data tools.
- To assist in provision of supporting documentation for preparation of reports in relationto appropriate data presentation.
- To maintain data base.
- To collect reports from the team and enter intodata base.
- To prepare the weekly and monthly reports and presentto donorsand district governments.
- Any other task assigned by the Project Coordinator.

Employer:	**Thardeep Rural Development Programme (TRDP)**
Designation:	**MIS Assistant/ IT**
Project:	**Waseela_A_Taleem**
Duration:	**April-2018 to June-2018**
Location:	**Chachro Tharparkar**

Job Description:
- To assist in data compilation from all sources andits presentationin relative forms/Data tools.
- To assist in provision of supportingdocumentation for preparation of reports in relation to appropriate data presentation.
- To maintain data base.
- To collect reports from the team and enter intodata base.
- To prepare the weekly and monthly reports and presentto district management.
- MonitoringTools use dataverifications field based.
- Any other task assigned by the Project Coordinator.

Employer:	**AWARE**
Designation:	**Admin Officer**
Project:	**Humanitarian Response to DroughtAffectedPopulation Thar**
Duration:	**September 2017 to November 2017**
Location:	**Chachro Tharparkar**

Job Description:
- Coordinatingoffice activitiesandoperations to secure efficiency and compliance tocompany policies.
- Supervising administrative staff and dividingresponsibilities to ensure performance.
- Keep stock of office supplies and place orders when necessary.
- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Maintain and updatecompany databases.
- Organize a filing system for important andconfidential company documents.
- Answer queries by employees and clients.
- Update office policies as needed.
- Maintain a company calendar andschedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages.
- Preparereports and presentations with statistical data, as assigned.
- Arrangetraveland accommodations.
- Schedule in-houseand externalevents.

Employer: **HANDS Pakistan**
Designation: **MIS Assistant/ Wear House Assistant (Administration)**
Project: **Enhance Nutrition Mother & Child Program/Nutrition**
Duration: **June -2016 to May-2017**
Location: **Chachro & Nagarparkar Tharparkar**
Job Description:

- To get familiar with Nutrition Information System (NIS) and use it to manage beneficiary database.
- To assist in data compilation from all sources and its presentation in relative forms/Data tools.
- To assist in provision of supporting documentation for preparation of reports in relation to appropriate data presentation.
- To maintain data base.
- To collect reports from the team and enter into data base.
- To prepare the weekly and monthly reports and present to donors and district governments.
- Any other task assigned by the Project Coordinator.
- Check inventory records for accuracy.

Ware House Assistant:

- Compile reports on various aspects of changes in production or inventory.
- Keep records of items shipped, received, or transferred to another location.
- Find, sort, or move goods between different parts of the business.

Employer: **Shifa Foundation**
Designation: **NIS Officer/ IT**
Project: **Nutrition**
Duration: **January-2015 to April-2016**
Location: **Chachro & Nagarparkar Tharparkar**
Job Description:

- To get familiar with Nutrition Information System (NIS) and use it to manage beneficiary database.
- To assist in data compilation from all sources and its presentation in relative forms/Data tools.
- To assist in provision of supporting documentation for preparation of reports in relation to appropriate data presentation.
- To maintain data base.
- To collect reports from the team and enter into data base.
- To prepare the weekly and monthly reports and present to donors and district governments.
- Any other task assigned by the Project Coordinator.
- Check inventory records for accuracy.

Short Assignment (Surveys):

- Four Day Training for Field Enumerator Monitoring of Food Supply Agricultural Livelihoods and Food Security in the Context of Floods and Other Shocks FSLA **UN-FAO Food and Agriculture Organization.**
- Six Day as Enumerator and Data Entry Final Assessment Project **WHH-TRDP** Umekrot
- Ten Day as Supervisor Assessment **Desider** for Political Survey Distirct Umerkot & Thar
- Four Day as supervisor **IPOR_** Institute For Public Opinion Research for Political Survey Distirct Tharparkar
- Five Days Data Entry & Enumerator End Line Survey **SAFCO** Umerkot.
- Five Days Data Entry & Enumerator PDM Wash Survey (**RDF_Concern**) Chachro Tharparkar.
- Six Days Data Entry & Enumerator Community Building Disaster Resilience (**RDF_Concren**) Thar.
- Five Days Data Entry & Enumerator Climate Smart Agriculture (**RDA_Concern**) Chachro Thar.
- Two Days Enumerator End Evaluation **Concern Worldwide Evaluation** Livestock Project Thar.
- Two Days Enumerator **RDA** Rural Development Associate Evaluation Project Cash For Work Thar.
- Eight Days Experience as a Data Entry Operator in FGD Survey at (**RDA**) Chachro Tharparkar.
- Fifteen Days Experience as a Invigilator in Institute Of Business Administration (**IBA**) Govt School Assessment Tharparkar.
- Two Months as a Field Enumerator **VTT Global,** Assessment Sindh Education Foundation Schools Govt Of Sind)
- Forty-Five Days as Taluka Supervisor Chachro Tharparakr **IDS & NSER** Pakistan
- Six Days As Enumerator **MDC** Tharparkar Reaming Techniques of GPS Coordinates Collection of Facilities Livestock Deportment Sindh.

Training's & Workshops:

- ✓ One Day Training of **HRM** organize by **SMEDA & ECI Pakistan**

- ✓ Four Day Training for Field Enumerator Monitoring of Food Supply Agricultural Livelihoods and Food Security in the Context of Floods and Other Shocks FSLA **Food and Agriculture Organization.**

- ✓ Ten Day Training Interpersonal Communities for Immunization for EPI Health Dep Umekrot Sindh.WHO ECI.
- ✓ Three Days CERF Central Emergency Response Fund ToT Community Based Management of Acute Malnutrition(CMAM Nutrition) Organize By WFP World Food Program.
- ✓ Two Days Inception Workshops & ToT of Project Wash & Nutrition Response for Drought Affected People District.
- ✓ Two Days Training of Field Enumerator VTT Global, Sindh Education Foundation Gov. Sindh (Trend Software)
- ✓ Two Days Training of Enumerator Multi-Sector Initial Rapid Assessment (MIRA) Training Held By (NDMA,NUOCHA& tear fund) (Trend ODK Software)
- ✓ One Days Training Promoting Democratic Values amongst Young People Training Held by Transparency International Pakistan.
- ✓ Three Days TOT (Infant & Young Child Feeding (IYCF) & Prevention & Management of Malnutrition (Nutrition Support Program Govt Sindh)
- ✓ One Day Training for Field Team on Techniques of GPS Coordinates Collection of Facilities Livestock Deportment Sindh.

Skills:

- ✓ *Excellent knowledge ofcomputer systems, Data Entry, proficient in MS Excel, MS Word, Outlook; graphicand Designing*
- ✓ *Media & Best Photography use DSLR Camera.*

Computer Skills

- ➢ NIS (Nutrition Information System Reporting Software)
- ➢ MS Excel
- ➢ MS Word (Sindhi)
- ➢ MS Power Points
- ➢ MS Access
- ➢ Adobe Photo Shop
- ➢ In Page Urdu & Coral Draw
- ➢ Offline Online Software's

Qualification:

❖ Master of Sociology	University of Sindh	2022
❖ Bachelor of Commerce	University of Sindh	2018
❖ DAE Civil Engineering	MTC Umerkot	2017
❖ Auto Cad & Civil Drafting	MTC Umerkot	2014
❖ Diploma Information Technology	GIB & CE Mithi	2022
❖ One Year Composing Computer	NewTech Computers Umerkot	2014

Personal Bio Data:

➢ Father's Name	:	Wali Muhammad
➢ Surname	:	Kunbher
➢ CNIC	:	44301-7099962-1
➢ Date of Birth	:	04-03-1996
➢ Domicile	:	Tharparkar
➢ Marital Status	:	Single
➢ Nationality	:	Pakistani

Languages:
English, Urdu, Sindhi

Reference:
As per request