

# AAMIR ALI KHAN

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## PERSONAL DETAILS

Address: House #256, Street #19, Gulbahar#2, Peshawar., 25000 Peshawar  
aamiralikhan66@gmail.com, 0313-9173304  
Date of birth: December 15 1994  
Place of birth: Peshawar  
Gender: Male  
Nationality: Pakistani

## PROFILE

Diligent and innovative professional with about 4.5 years of invaluable hands-on experience in social and humanitarian sector in multiple well reputed NGO's/ INGO's .Efficient in Monitoring & Evaluation, Database Management, Validation, Visualization & Analysis. Excellent interpersonal and communication skills, with a track record of successful collaboration in cross-functional teams. Committed to continuous learning and staying abreast of industry trends.

## EDUCATION

**B.S (Electrical Electronics Engineering)**  
COMSATS University, Abbottabad

**FSC**  
Islamia College & University, Peshawar

**SSC**  
Peshawar Model School, Peshawar

## EMPLOYMENT

**Data Support Officer**  
**(DC Office ,Peshawar)**

Sep 2023 - Present

People Pvt Ltd, Peshawar

- Provide overall support on management, maintenance and review of the current data flow and information systems in 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 comparative analysis of vaccination coverage, missed children and other trend analysis. Generate daily coverage and

monitor 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 UCPOs and ASs.
- Support DEOC and UNICEF in gathering of 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/DPCR).
- 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 making data analyses and products accessible and available.
- Ensure the DSC and IDIMS datasets are aligned. Compilation forms to be signed off by the incumbent of the assigned union councils prior to sharing it with DSC and DEOC.
- Analyze data, prepare campaign analytical reports in time, and share with DEOC/DPCR 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.
- Undertake duties as assigned by the respective supervisors.

## Data analyst

**Jan 2023 - Sep 2023**

MicroMerger IT Solution Pvt Ltd, Peshawar

- Will be responsible for performing data verification work on the database. Updating, verifying the filed data and ensuring the accuracy and confidentiality of information recorded
- Manage the computer set provided for data entry and ensure that no intentional damage to hardware or software is incurred while using it Identify and encourage areas for growth and improvement within the team.
- Identify all mistakes, communicate to the DLO as well as relevant DMO and keep a check so that such mistakes are not repeated.
- Assist in the collection and documentation of team member's requirements, and estimates work plans.
- Analyze and resolve technical and application problems.
- Work closely to identify issues and use data to propose solutions for effective decision making.

## Information Management Officer

**Sep 2022 - Dec 2022**

**UNICEF (Consultant), Lahore**

- Collecting and reviewing data from "Education", "Health", "Child Protection", "Nutrition" and "SBC" sections for "ERPTS" app.
- Keep close communication with Departmental staff for timely receiving data from field. Update "ERPTS" on Weekly basis for data status.
- Managing and uploading information from sections on SBC tools.
- Managing 5Ws matrix for "Education" section and sharing critical data sets with UNICEF country office, as and when required.
- Holding meetings and discussions with sections and CO focal persons for collecting relevant information required for 5Ws.
- Inform Sir "Fateh/Gladys" if there is any issue in data entry or with the app which can create backlog so timely action can be taken to minimize the backlog.
- Communicate to senior management through emails regarding project updates and reports. Maintain and update reports on time required by authorities for sharing to officials.

## Data Quality Officer

Jan 2020 - Dec 2022

Micro Merger IT Solution Pvt Ltd, Peshawar

- DMO will be responsible for performing data entry and verification work on the database. Entering data, updating, verifying the filed data and ensuring the accuracy and confidentiality of information recorded.
- Ensure in time arrival in project and mark attendance and leave office by informing leads.
- Ensure professionalism while working in office premises and do not create any type of disturbance for other colleagues.
- Follow the instructions given by DLO/Data Analyst for entering data and try to finish daily assigned work before leaving.
- Manage the computer set provided for data entry and ensure that no intentional damage to hardware or software is incurred while using it.
- Randomly verify that the data entered by DMOs are correct and that in terms of spellings, number of fields or coding and all other aspects of data entry, no mistake has been done.
- Identify all mistakes, communicate to the DLO as well as relevant DMO and keep a check so that such mistakes are not repeated.

## SKILLS

MS Office

Operating System

Communication Skills

Reporting Skills

Intercultural Management

Data Management

Data Visualization

Data Analysis

## LANGUAGES

English

Urdu

Pashto

Hindko

Peshawar

*Amir Ali Khan*