


Abid Ullah

Khyber Pakhtunkhwa, Pakistan

 abidullah.best@gmail.com

 00923339372578

 [linkedin.com/in/abid-ullah-b2891935](https://www.linkedin.com/in/abid-ullah-b2891935)

Summary

To pursue a challenging career in a dynamic and progressive organization by constant learning and hard work, and to work devotedly in a dynamic and innovative environment to fulfil the organizations and personal goals I am looking for an opportunity that would help me to build up my skills and enjoy the growth of my career.

Experience

District Data Support Officer

People (Professional Employers Pvt Ltd)

Apr 2021 - Present (2 years 3 months)

- Collate daily staff attendance SMS and generate monthly attendance reports for the assigned district for People HR Section.
- Monitor and follow up with UC staff on regular data sharing through UCCSOs on the Google sheet. Platform.
- Submission of daily attendance through KOBO Collect and sharing daily district level updates.
- UC level data collection and compilation on key indicators to generate pre, intra, and post-campaign reports.
- Collate and analyses campaign data, monitor feedback from UCOs, and generate daily reports, COMNet monitoring updates during campaigns
- Guide and on-job training and COMNet staff on reporting tools.
- Ensure timely collection & submission of periodic reports through UCOs for the updation of the ComNet Dashboard.
- Analyze data of dashboard indicators with UC wise feedback to the UCO and SMS
- Maintain close liaison with DPCR data operator for two-way data flow.
- Generate and share extended catchup coverage report from DSC dataset with the concerned DPCR.
- To work as focal person for DSC correspondence and follow-up with field staff.
- Collection of data for campaign planning from UC level for onward submission.
- Maintain the data of social characteristics of polio cases of the respective district.
- Spot check missed children logbook and child registration logbook of the assigned District.
- Providing Assistance in COVID-19 Activities
- Enhance community knowledge regarding Corona Virus, through one to one meetings.
- Spreading Awareness through social media and IEC materials
- Capturing data from Social Mobilisers by phone and entering them in Database, then uploading it to an online database.
- Guidance in preparing videos from influencers, Ulama, HCP's and Political Influencers.
- Assistance in logistics of distribution of PPEs
- Tracking of suspected cases and tracing of travelers from abroad
- Training the staff on data formats and COVID-19

 **Data Support Officer**

CHIP Training and Consulting

Oct 2019 - Mar 2021 (1 year 6 months)

Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.

Monitor and follow-up with UC staff on regular data upload on polio info database. Have access to PCR and polio info datasets for COMNet and CCPV planning. Maintain datasets of CCPV and COMNet UCs in the assigned district /agencies. UC level data collection and compilation on key indicators to generate pre, intra and post-campaign report. Collate and analyses campaign data, monitor feedback from UCOs and generate daily

CCPV, COMNet monitoring updates during campaigns

Guide and on job train CCPV and COMNet staff on reporting tools.

Ensure timely submission of periodic reports including 30 HH cluster survey/detail epidemiological investigation form for urgent AFP and polio cases.

Analyze data of dashboard indicators with UC wise feedback to the UCO and SMs

Maintain close liaison with DPCR data operator for two-way data flow.

Generate and share extended catchup coverage report from DSC dataset with the concerned DPCR.

Collate and relay CCPV dataset as per DSC SOP

To work as focal person for DSC correspondence and follow-up with field staff.

Collection of data for campaign planning from UC level for onward submission. Maintain the data of social characteristics of polio cases of the respective district.

Spot check missed children logbook and child registration logbook of the assigned District.

Providing Assistance in COVID-19 Activities

Enhance community knowledge regarding Corona Virus, through one to one meeting

Spreading Awareness through social media and IEC materials

Capturing data from Social Mobilisers through phone and entering them in Database, then uploading it to online database

Guidance in preparing videos from influencers, Ulama, HCP's and Political Influencers

Assistance in logistics of distribution of PPEs

Tracking of suspected cases and tracing of travelers from abroad

Training the staff on data formats and COVID-19



Health Information System Officer

International Rescue Committee

Jun 2018 - Jan 2019 (8 months)

Collection and compilation of FP PACE data in a timely manner from IRC supported health facilities by ensuring data quality standards.

Analyze collected data and convert it into value added information according to project indicators.

Review and refine data collection and verification processes and procedures to ensure that all desirable elements of data are captured by the system.

Ensure data verification on need basis.

Update and validate FP PACE data on COMET and report data entry issues. Upload verified data through DHIS2 data capture mobile app.

Review and analyze data to graphically present utilization trends based on monitoring indicators.

Perform other relevant tasks as required in support of processes for strengthening data analysis.

Produce reports for specific needs aimed at enhancing efficiency, effectiveness and reliability of the decision making protocols.

Support Assistant HIS Manager on report writing. Perform other tasks/duties assigned by the supervisor.

Deliver on job / formal trainings on improving data quality and record keeping to all project/relevant staff. Support Assistant HIS Manager in DHIS2 Mobile App training. Provide support in updating training and inventory databases. Provide technical support to LHV for troubleshooting.

Provide support for Stock outs in facilities and field visits reports.

Logistic Assisstant

Foundation for Rural Development

Apr 2018 - Jun 2018 (3 months)

Facilitate District Training Coordinator (DTC) in ensuring effective management, implementation of all trainings/ orientation workshops as per agreed work plan Ensure arrangements of trainings/ orientation workshops in their assigned training venues/trainers team Arrive at the training venue well-before the training workshops to

Ensure pre-training arrangements required to organize the trainings/ orientation

Workshops in respective venues allocated within a specified time.

Take attendance of participants on regular basis and maintain its record.

Ensure availability of lunch and tea arrangements for the training of PrOs and Sr. APOs Arrange refreshment for Assistant Presiding Officers and Polling Officers in orientation workshops.

Take good care of sample ballot paper, voting screen and ballot boxes for polling simulation exercises during all trainings and orientation workshops.

Ensure the quality assurance of food and its timely delivery to the training venues

Collect, compile and produce training updates/reports of each training, orientation session on the specified formats and submitting the report to DTC

Conduct needs assessments, quantitative/qualitative feedback on the impact of training Undertake other duties as assigned.

Deputy Project Manager/Data Analyst

Foundation For Rural Development

Jun 2015 - Mar 2017 (1 year 10 months)

Primarily responsible for reporting as per project requirement

Provide training to the field staff on use of data collection tools, make sure that the database data entry is precise and accurate, generate reports from data base and provide narrative reports on the field visits of the field team.

Update the reporting database on regular basis, make sure that all the agencies reports are received on daily on time, compiled and consolidated report is generated.

Prepare daily, weekly and monthly activity progress reports and submit to the head office and WFP.

Support the agency teams in making weekly and monthly plans of actions.

Field visits according to the weekly plan of field teams

Monitors distribution of food during food cycle.

Ensure quality of collected data, make sure the collected data is entered in the database on daily basis, pictures and narrative reports are sent to main office, trouble shoot any issues on daily basis,

Data Analyst/Reporting Officer For FFW

Basic Education and Employable Skill Training

Mar 2013 - Feb 2015 (2 years)

Preparation of monthly consolidated plan of the targeted agencies and its sharing with WFP

Consolidation of livelihood data base, analysis and sharing with WFP
Follow up with WFP on data base to find out active IDPs in data base and sharing of final data base with field teams
Preparation of monthly food request and with detail plans of food distribution and its sharing with WFP
Preparation of daily distribution reports , sharing with WFP and ensuring timely submission from respective agencies
Assist field teams in preparation of monthly food distribution tokens
Build the capacity of Data entry operators on the gapes identified during the data analysis
Preparation of monthly CPR, collection of relevant information from field i.e. way bill summary and accurate tonnage distributed
Provide quantitative and quality data to BEST management as well as to WFP whenever required
Conduct field visit to cross check the soft data with hard copies of the village, participant and activity profile
Preparing monthly fact sheet of the activities having details of activities and participants
Any other task assign by Supervisor .



Gender Base Violence Focal Person

Basic Education and Employable Skill Training

Sep 2013 - Jan 2015 (1 year 5 months)

Basic Employable Skill and Training BEST, Kurram Agency, Pakistan

Create and maintain a conducive working environment so that male and female staff members needs can be openly and freely articulated and addressed.

Raise awareness and understanding of the gender issues at all levels of the organization to achieve gender equality.

Ensure the nomination of Gender Focal Point (GFP) in each project.

Train and orient the GFP of every project about his/her responsibilities and TORs of the Gender Committee

To ensure receipt of reports from the GFPs in case of occurrence of any gender related issue

Ensure corrective remedial solution for the gender related issues, if any, highlighted at

Head office by the committee itself or in the field highlighted by GFPs

Ensure feedback from the affected individual affected in relation to any gender related issue raised by GFP

Improve the understanding of gender differences and ways to address gender disparities Ensure

Planning, implementation and monitoring of activities from a gender analysis point of view

Ensure the development and implementation of intervention strategies, training and services in responsive activities that respond to the specific needs and interests of both male and females (girls especially)

To be responsible for having full awareness and understanding of all gender issues within the organization



Data Entry Operator

Basic Education and Employable Skill Training

Sep 2012 - Dec 2012 (4 months)

Working on Entries, Reporting, Assembling, Data Analysis..



Social organiser

Basic Education and Employable Skill Training

Oct 2011 - Aug 2012 (11 months)

Mobilize communities, and partners.

Collect and compile baseline information on social, economic and ecological parameters of the project area and come up with accredited valley profiles.

Lead and facilitate the field teams in conducting field surveys, resource need assessments and participatory appraisals in the project valleys.

Write Valley conservation Plans and other activity reports on desired formats

Keep close coordination and liaison with field teams, communities and partners and assist all in data collection from the field;

Help the technical staff in organizing community meetings, workshops/conservation planning exercises and campaigns.

Take lead in resolution and management of the relevant community conflicts over common resource utilization in the project area;

Help build linkages of the project community and local institutions with partner organizations, donor agencies and development players, working both in and outside the project area;

Organize training and exposure to improve knowledge and skill of the project communities and partners in sustainable natural resource management;

Document and share lessons learnt achievements and successes from the field.

Telecom Engineer

Intersys

Apr 2009 - Sep 2011 (2 years 6 months)

Have adequate knowledge of assembling and installing High, Low, waveguides, & Hybrid ODU, MW Antenna and RF Antenna.

* Well known about the MW alarms punching and testing.

* Well known about power activities relating to MW.

* Commissioning of software's Web_LCT, LMT of Huawei and PNMT and PNMTJ of NEC.

* Have knowledge of various equipment like Site Master and Compass.

* Installation of RTN 950,620,610 NEC Pasolink, NEC neo (1+1 and 1+0, XPIC, SD configurations).

* MW Links Software & Hardware Upgrading.

* Have knowledge about RTN 900, Alcatel.

* Well known for the Quality Assurance & Quality Control Techniques used in Physical Installation.

* MW-NMS implementation of RTN 6XX, NEC V4/V3 and NEC NEO's Links.

* End to End MW E1 Cross Connection and media patching for commissioning (First call) of new sites.

* Conducting ATPs of MW.

* Coordination with Vendor & Operator Companies.

Survey Officer

Society for sustainable development

May 2010 - Jun 2010 (2 months)

I did the survey at schools of primary to high level.

Network Telecommunications Engineer

National Telecommunication Corporation

Jun 2008 - Sep 2008 (4 months)

NTC has been Established under Pakistan Telecom (Re-Org) Act 1996 to provide secure and reliable telecom services to Federal/Provincial Government Departments and Institutions as

the Federal Government may determine. For this purpose, NTC focuses to build, operate and maintain telecommunication systems throughout Pakistan to fulfil the telecom needs of Government departments.

It was the start of my career as an engineer, I have worked on the very basic phenomenon of the telecom sector with the help of other government employees.

we have worked on :

PSTN

SDH

NGN

and many other routers and softwares.

Education



Gandhara University

Bachelor's Degree, Telecommunications Engineering

2006 - 2010

Engineering in Computer Science and Telecommunication

Licenses & Certifications



Data Analytics and Business intelligence - DigiSkills.pk

Issued Nov 2022 - Expires Feb 2023

44JP2V9MK



Virtual Assistant - DigiSkills.pk

Issued Nov 2022 - Expires Jan 2023

TGK6SCWMK



Creative Writing - DigiSkills.pk

Issued Feb 2022 - Expires May 2022

PF8GX4DZA



E-Commerce Management - DigiSkills.pk

Issued Feb 2022 - Expires May 2022

QGVZ3KZA7



SEO (Search Engine Optimization) - DigiSkills.pk

Issued Oct 2021 - Expires Dec 2021

6Y49JUXXB



WordPress - DigiSkills.pk

Issued Oct 2021 - Expires Dec 2021

6G4HSYZXB



Freelancing - DigiSkills.pk

Issued Jun 2021 - Expires Sep 2021
5PXMPPQ5



Graphic Design - DigiSkills.pk
Issued Jun 2021 - Expires Sep 2021
TXSW2WQPQ



Prevention of Sexual Exploitation and Abuse (PESA) - AGORA
Issued Oct 2020 - Expires Oct 2020
EgP0jNdyt

Skills

Tableau • Microsoft Power BI • Google Sites • Google Forms • Google Sheets • Microsoft PowerPoint • Microsoft Word • Teamwork • Communication • Time Management