AMIR KHAN

FatherName	LalDarazKhan
DOB	19/10/1995
Domicile	PeshawarKPK
CNICNo	17301-4519596-9
ContactNo:	📞 3458737351, 3149804583
Email:	M Amir84832@gmail.com
Address:	UniversityTownCommitteeP/OTehkalBalaPeshawarPakistan

ACADEMIC QUALIFICATION

1. SSC FROM BESIP 2013

2. HSSC (COMPUTER SCIENCE) FROM BESIP 2015

3. BSC (COMPUTER SCIENCE) FROM UNIVERSITY OF PESHAWAR IN 2018

4. MSC (COMPUTER SCIENCE) FROM UNIVERSITY OF PESHAWAR IN 2022

Professional Qualification:

1. Diploma in Information Technology from Technical Board Peshawar in 2019.

2. Certificate in Information Technology in 2014 from Haris Institute Peshawar.

LANGUAGES:

Pashto, Urdu and English.

- ## SUMMARY OF EXPERTISE

- My professional experience evolves through database management and IT services to, especially in Food for Assets Creation (FFA) – Cash projects. At present, I render services to Secours Islamique France (SIF) as Data Analyst in FFA-Cash project. Similarly, served Foundation for Rural Development (FRD) in the capacity of Data Analyst, Social Organizer and Warehouse Manager in FFA projects. My primary role as Data Analyst is to bank and CP data, live data management, data cleaning, validation,

analysis and management. Likewise, data quality assurance, data uploading, reviewing activity, village and participants profiles, preparing output and outcome summaries, providing infographics information to internal and external stakeholders, reviewing and executing cash disbursements, and preparing CBT, MDR, CDR and diverse need-based project data summaries.

- Your valued organization will benefit from my services to: implement lucrative data management systems, create an efficient and result oriented data system, manage and plan time bound targets, initiate and strengthen team building measures, skills in participatory development, strong analytical skills, strong command over computer applications, resourceful report writing, and the last but not the least I possess a high energy level and strive to complete assignments with top-notch efficiency.

- Enclosed is my resume to provide you with detail of skills and accomplishments; however, I am expecting a personal interview would more accurately reveal my qualifications and the contributions I can make towards your organization's future success.

- **Professional Skills**

I have a good command over computer applications and software i.e., MS Office, video & picture editing software, all editions of Windows, Internet, System installations, which helps me to carry out my duties proficiently in a quick manner. I have also a good command on advanced IT hardware accessories such as computer system assembling and other etc

Data Entry Operator in Programme at Secours Islamique France-SIF Kp Baseoffice

from 15 Feb 2024 to 30 June 2024

I am responsible for overall Data and Database management of Programme at Kp Baseoffice and I Also Support Programme team in field activities with field visits and I also responsible for
Collect weekly, monthly databases from all bases and consolidate into report
Data Cleaning and Data consolidation by ensuring quality data processing and identifying and addressing issues with data collected.
Update and optimize database according to project need, maintain the dash boards for projects in MIS and MEAL reporting.
Extract data/report from database in understandable formats as per project /departments needs
Manage database in MS ACCESS, MS EXCEL and MEAL MIS and support MEAL Manager in consolidating follow up sheets of each project PMP on monthly bases.
Provide support to program bases for printing verification sheets, training attendance, payment sheets and tokens.
Update and modify database as per program / output tracker document requirements.
Provided Support to Meal Manager to in database creating and analysis of different projects of Kp.
Prepare and implement data protection policy and protocols and train SIF staff to ensure the data protection.
To assist MEAL in developing database for different assessments/monitoring formats
To assist MEAL Manager on reporting different indicators and output tracker as per reporting deadlines.
Provide training to project field team on new templates/databases and assigning unique IDs to beneficiaries during identification or selection process.
Responsible for managing and processing all the data related to projects or program beneficiaries.
Ensure beneficiaries' personal data and information is protected and archived in safely manners.
Train data management staff on data safe handling, protection and management of data privacyShould be able to respond to any other related task assigned by line manager

DATA ANALYST: Project Livelihood FFA-CBT Funded by UNWFP Pakistan

- Worked with Secures Islamic France (Pak Mission) as Data Analyst From "17 oct 2022 to 30 oct 2023 working

  with.

- I am responsible

- A Data Analyst interprets data and turns it into information which can offer ways to improve a business,thus affecting

- Business decisions. Data Analysts gather information from various sources and interpret patterns andtrends – as

- such a Data Analyst job description should highlight the analytical nature of the role.

- Collecting and interpreting data

- Analyzing results

- Reporting the results back to the relevant members of the business

- Identifying patterns and trends in data sets

- Working alongside teams within the business or the management team to establish business needs

- Defining new data collection and analysis processes

Field Associate Project: TYPHOID CONJUGATE VACCINE(TCV) FUNDED BY WHO & UNICEF

- Worked with PHC GLOBAL as field associate from 25 Aug to 30 Oct 2022 currently working.
- Mobilized the community about TCV Campaign awareness.
- Validation of Micro plan of BHU Collecting Data.
- Meetings with selected candidates of provincial assembly and VS.
- Excellent knowledge of project management;
- Good understanding of the public sector development programs;
- Excellent interpersonal communication skills.
- Ability to work under stress and to undertake multi-tasking;
- Excellent skills in technical report writing;
- Good physical health and ability to travel to local areas with basic travel facilities;
- Positive attitude with a mind-set of delivering development services in a professional manner.

DATA ANALYST: Project: Livelihood FFA-CBT: Funded By: UNWFP Pakistan

- Worked with FRD as Data Analyst From "1 November 2021 to 31 July 2022"
- I am responsible
- A Data Analyst interprets data and turns it into information which can offer ways to improve a usedness, thus affecting
- Business decisions. Data Analysts gather information from various sources and interpret patterns and trends – as
- such a Data Analyst job description should highlight the analytical nature of the role.
- Collecting and interpreting data
- Analysing results
- Reporting the results back to the relevant members of the business
- Identifying patterns and trends in data sets
- Working alongside teams within the business or the management team to establish business needs
- Defining new data collection and analysis processes

Social Organizer: Project Livelihood FFA-CBT Funded by UNWFP Pakistan

- Worked with FRD as "Social Organizer" From April 2021 to November 2021 in project funded by UN-WFP • Was responsible
- Assist project manager in arranging community mobilization/capacity building for the target community members.
- Keep close liaison with any other stake holders within their capacity at the EDP;
- Assist target community in organizing themselves into Food Distribution Committees in the target areas.
- Develop trust, tolerance and co-operation among community members.

- Assist IDPs in clearing their queries relating to their registration cards, ration cards etc.
- Make sure the distribution mechanisms strictly adhered to and the crowd is properly managed;
- Ensure precise and correct distribution of food commodities to IDPs at EDPs.

DATA ANALYST: Project Livelihood FFA-CBT Funded by UNWFP Pakistan

- Worked with FRD as Data Analyst From "1 march 2020 to 30 Dec 2020"
- I am responsible
- A Data Analyst interprets data and turns it into information which can offer ways to improve a business, thus affecting
- Business decisions. Data Analysts gather information from various sources and interpret patterns and trends – as
- such a Data Analyst job description should highlight the analytical nature of the role.
- Collecting and interpreting data
- Analysing results
- Reporting the results back to the relevant members of the business
- Identifying patterns and trends in data sets
- Working alongside teams within the business or the management team to establish business needs • Defining new data collection and analysis processes

Warehouse Manager: Project: Livelihood FFA-CBT FOOD: Funded By: UNWFP Pakistan

- Worked with FRD as Warehouse Manager From "1 August 2019 to 30 Dec 2019"
- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains truck or van by completing preventive maintenance requirements and arranging for repairs.
- Enforces inventory controls by collecting stock location orders and printing requests.
- Provides quality service by following organization standards.
- Preserves safe and clean work environment by keeping shelves, pallet area, and workstations neat.
- Promotes clean shipping supply area by complying with procedures, rules, and regulations.
- Completes reports by entering required information.
- Contributes to team effort by accomplishing related results as needed.

Worked with FRD as "Social Organizer" From (1 March 2019 To 30 July 2019) in project funded by UN-WFP

I was Responsible for

- Assist project manager in arranging community mobilization/capacity building for the target community members.
- Keep close liaison with any other stake holders within their capacity at the EDP;
- Assist target community in organizing themselves into Food Distribution Committees in the target areas.
- Develop trust, tolerance and co-operation among community members.
- Assist IDPs in clearing their queries relating to their registration cards, ration cards etc. Make sure the distribution mechanisms strictly adhered to and the crowd is properly managed; Ensure precise and correct distribution of food commodities to IDPs at EDPs.

- **Area of Interest:**
- Social Development
- Social Work
- NGO
- Field Work
- Office work

1. References
- Tauseef Khan
- Designation: Project Manager at Secours Islamic France (Pak Mission)
- Contact: 03367762752
- Email: tauseefbahlol@gmail.com

2. References
- Rahat Jan
- Designation: Project Manager at FRD
- Contact: 0343-9002700
- Email: rahatmohmand@gmail.com