

## Development Professional

Mid-Career (10+ years of experience)

**Personal Info: EJAZ AHMAD S/O AHMAD KHEL**

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**Objective:** To Enhanced my Professional Skills In A Dynamic And Fast Placed Workplace Of My Practical Experience In Development sector.

**Qualities** Quickly Learning Mind, Good Communication & Interpersonal Skill, Honest with duty and organization, hard worker, hard areas working mind and Work in emergency response activities.

At a Glance					
Experience	S#	Organization/ Donor	Designation	Location	Tenure
	1	PEOPLE PVT LTD	Data Support Officer	Bajuar	1 <sup>st</sup> April, 2021, to Till Date.
	2	CHIP Training & Consultant (CTC)	Data Support Officer	Bajuar	11 <sup>th</sup> , Dec 2017, 31 <sup>st</sup> March 2021.
	3	Micro Merger Pvt. Ltd	Data Verification Associate.	Peshawar	21 <sup>st</sup> JULY 2016, To 6 <sup>th</sup> Dec 2017.
	4	Secours Islamique France (SIF)	Field Officer	Peshawar	May 2nd 2016, To 30th June 2016.
	5	Community Motivation & Development Organization (CMDO/GIZ)	Community Mobilizer	Bajuar	1st July 2015, To 15th February 2016.
	6	CHIP Training & Consultant (CTC)	Data Entry Operator	Peshawar	16th March 2015, To 31st May 2015.
	7	Basic Education and Employable Skill Training (BEST)	Data Entry Operator	South Waziristan	April, 2013, to February 28 <sup>th</sup> February, 2015.
	8	Knowledge Attitude and Motivation for Rural Empowerment (KAMORE)	Social Organizer	Bajuar	February 15th 2009, To 28 <sup>th</sup> December, 2012.

## Education

S.#	Degree Name	Institution Name	Completion (From – To)	Division
1	BIT (Hon's)	Kohat University of Science & Technology Kohat.	October 1 <sup>st</sup> , 2003 to December 12 <sup>th</sup> , 2007	1 <sup>st</sup>
2	Intermediate (Computer Science)	Nisar Shaheed Degree College Risalpur Cantt.	August 10 <sup>th</sup> , 2001 to Jan 14, 2003	2 <sup>nd</sup>
3	Matriculation	Army Public School Bajuar.	2000	1 <sup>st</sup>

## Computer Skills

- Data Base Administration.
- Data Analysis.
- Data Validation.
- Data Verification.
- Microsoft Office.
- Microsoft Outlook.
- Microsoft Access.
- Microsoft Word.
- Microsoft PowerPoint.
- Networks.
- Hardware.
- HTML.
- Internet/Email/Browsing.
- Window XP Professional 2003, Vista, Window7, Window8.
- Modems, Network Cards, Printers, Scanners and other peripherals Device.

Language	Read	Write	Speak	Understand Skill
English	Fluent	Good	Excellent	Fluent
Urdu	Fluent	Good	Excellent	Good
Pashto	Excellent	Fluent	Fluent	Fluent

### 1. Experience: Organization PEOPLE PVT LTD. & CHIP Training & Consultant (CTC)

(Duties Organization Type Non-Government Organization/Social Sector

Experience:

(Duties

Performed) Employer Contact Phone# 051-2280081

Number

Designation

Data Support Officer.

Location

Bajuar Agency.

Type of Experience Full Time

Tenure 1<sup>st</sup> April 2021 To Till Date & 11<sup>th</sup> Dec 2017 To 31<sup>st</sup> March 2021.

## Job Descriptions

- Collate daily staff attendance SMS and generate monthly attendance report 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 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 analyze campaign data, monitor feedback from UCs 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 catch-up 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
- Timely submission of CCPV UC data to data support centre and provincial team
- # of spot checks carried out on missed children and child registration logbooks
- # of UC/ community level staff provided supportive supervision in data recording on the reporting tools

**2. Experience: Organization Micro Merger IT Solution.**

**(Duties Type NON-Government Organization/Social Sector**

**Experience:**

**(Duties**

**Performed) Employer Contact Phone# 0092-91-5700922**

**Number**

**Designation**

**Data verification associate.**

**Location**

**Peshawar**

**Type of Experience Full Time**

**Tenure**

**21<sup>st</sup> July 2016, To 6<sup>th</sup> Dec, 2017.**

**Job Descriptions**

- Update and validate data in their software programs online at [www.eoc.gov.pk/mctdb](http://www.eoc.gov.pk/mctdb).
- Able to complete projects in a timely manner.
- Helped new employees learn their positions.
- Managing the group of 10 data entry operators.
- Report writing, Data Analysis, data Compilation and sorting.
- Report to district coordinator.
- Communication with UNICEF field Staff.
- Allocating daily jobs and workloads.
- Training new team members.
- Managing team performance and progress.
- Enforcing all company approved policies and procedures.
- Constantly looking for ways to improve processes.
- Monitoring the performance of junior staff.
- Completing team-related paperwork.
- Implementing new initiatives and making sure all staff understand them.
- Taking action to correct and staff shortcomings.
- Managing and monitoring staff attendance.
- Giving prompt and accurate information on individual staff member performance.

**3. Experience: Organization Secours Islamique France (SIF)**

**(Duties Organization Type Non-Government Organization/Social Sector Experience:**

**(Duties**

**Performed) Employer Contact Phone# 0092-322-9911010**

**Number**

**Designation**

**Field Officer**

**Location**

**Peshawar**

**Type of Experience Full Time**

**Tenure: 2<sup>nd</sup> May 2016, to 30<sup>th</sup> June,**

**2016.**

**Job Descriptions**

- To develop area profile and collect data of target groups.
- Prioritization of project beneficiaries by accessing information with the help of Project Manager.

- Conducting community meetings and identify local activist groups/individual for project support and implementation.
- Sensitize, Mobilize and organize communities for development of the local vulnerable segments.
- Identification/formation of local CBOs/CSOs and community groups for networking and strengthening of local communities for sustainability of interventions.
- Introducing the project, its objective and approach among the communities in accordance with Project strategy and requirements.
- Assist the Project Manager for accomplishment of project activities
- Documentation and record keeping of on-going activities
- Submission of reports/feedback as per the guidelines to Project Manager
- Monitoring of on-going community activities and taking corrective measures accordingly
- Represent SIF at community level
- Identify/suggest potential interventions at grassroots level
- Any other assignment given by the supervisor according to the project need

#### 4. Experience: Organization **Community Motivation & Development**

**Organization. (Duties** Organization Type Non-Government Organization/Social Sector **Experience:**

**(Duties**

**Performed) Employer Contact Phone# 0092-345-9510088**

**Number**

**Designation**

**Community Mobilizer**

**Location**

**Field Office Bajuar**

**Type of Experience Full Time**

**Tenure**

**1<sup>st</sup> July 2015, February 28<sup>th</sup> 2016.**

#### **Job Descriptions**

- Identify and arrange introductory meetings at the village level with the contact persons for the project implementation.
- Hold first dialogue's meetings with the community as per work plan and motivate villagers to organize themselves as CBO's.
- Represent and introduce and GIZ into Communities/CBO's its Goals and objectives and ensure confidence building and smooth entry with in communities.
- Facilitate Broad based Community meetings at the village level.
- Facilitate CBO's in developing linkages with GIZ/Government Stake holders.
- Initiate and provide the needed technical support in the development of community projects/Schemes.
- To build the team spirit in such a way that the CMDO/GIZ and Government repute and intervention at the community level receive maximum acceptance.

#### **Trainings: -**

##### **Work as a Master Trainer on the behalf of GIZ Project i.e.**

- **Community Management Skill Training (CMST).**
- **Leader Ship Management Skill Training (LMST).**
- **Sub Committees Training i.e. Project Management Training (PMC), Monitoring and Audit Committee (MAC), Operation and Maintenance Committee (MAC).**
- **Tribal CBO Jirga and Apex Committee Training.**
- **Financial Management Training.**

**Experience:** Organization

**CHIP Training & Consultant**

**(Duties**

Organization Type

Non-Government Organization/Social Sector

**Experience:**

**(Duties**

**Performed) Employer Contact Phone# 0092-340-9359707**

**Number**

**Designation**

**Data Entry Operator**

**Location**

**Field Office Peshawar**

**Type of Experience Full Time**

**Tenure**

**16<sup>th</sup>March 2015, to May 31<sup>st</sup> 2015.**

#### **Job Descriptions**

- Acquire the Tally Sheets from the DSC Coordinator (DC) and / or Data Verification Supervisor.
- Ensure that forms are taken care of and are not damaged or lost and Mark the tally sheets for the code provided.
- Enter the data of the form as per guidance and instruction provided during the training of the DEOs and Ensure that the tally sheets are entered in proper manner according to the requirement of the software.
- Ensure that work performance is in accordance above minimum benchmarks so that targets can met.
- Ensure that relevant district level data analysis and trending by generated including tables, graphs and other such data sets as per required by client and / or requested by CTC Head office.
- Other tasks related to DSC functioning as directed from CTC Head office (MD or GM)

5. Experience: Organization **Basic Education & Employable Skill Training (BEST)**  
**(Duties Organization Type Non-Government Organization/Social Sector**  
**Performed) Employer Contact Phone# 0092-91-5852210**  
**Number**  
**Designation Data Entry Operator**  
**Location Field Office Kurram Agency / South**  
**Waziristan Agency. Type of Experience Full Time**  
**Tenure April 28<sup>th</sup>, 2013 to February 28<sup>th</sup>, 2015**

**Job Descriptions**

- To ensure regular gathering of data collected by R&D field enumerators and Agency Coordinator.
- To ensure accurate and timely entry of data into the database;
- Re-verification of entered data as per the plan of activities
- To ensure proper filing of data and it's backup on daily basis at the end of day.
- To ensure, read first the questionnaire and correct the mistakes before any entry in the database.
- The DEO will be responsible to highlight the missing values before entry and discuss the entry mechanism with senior Database Officer.
- Any other activity assign by the senior Database Officer when required.
- DEO work according to the priorities set by Program and Senior Database Officer/Database officer;
- To report to the Senior Database Officer/Database Officer at frequent and regular intervals on the progress of data entry and any outstanding inaccuracies and / or discrepancies.
- Collect activity reports.
- Build on existing relationships or create a relationship between service providers and community structures.
- Facilities the GFDs/FFW and different surveys.
- Community interaction for the social organizers.
- Prepare a profile of the village by collecting data on village statistics particularly on status of the village population and division into better off, well off, poor, poorest and destitute.
- Assist communities in needs identification and prioritization.
- Attend coordination meeting with line agencies.
- Introduce program packages with organized communities.
- Provide on job training to the social organizers.
- Coordination with NGOs, Banks and line agencies for creating sustainable linkages of the communities and these agencies.
- Preparing monthly, quarterly, six months and annual reports about social mobilization activities for submission to the Project Manager.
- Any other tasks as assigned by the immediate supervisor.

**Documentation**

- Fill, Check & control daily Workers attendance sheet on daily basis;
- Ensure all paper work and other documentation requested by the line manager is correctly completed.
- Control that Food Distribution sheets and tools are used properly, and complete waybills to accompany any movement of stock/tools between locations in the field / between the base and field.

6. Experience: Organization **Knowledge Attitude and Motivation for Rural Empowerment (KAMORE)**  
**(Duties Organization Type Non-Government Organization/Social Sector**  
**Performed) Employer Contact Phone#**  
**Number**  
**Designation Social Organizer**  
**Location Field Office Bajuar Agency**  
**Type of Experience Full Time**  
**Tenure February 15<sup>th</sup> 2009 to**  
**December, 2012**

**Job Descriptions**

- Overall responsible for all the social mobilization of activities in the region.
- Conducting the Potential Contact Persons workshops.
- Making contact with and organizing local communities in the most appropriate forms of organization (in the given situational context).

- Training local leaders and activities in the basics of organizing communities and introducing a program of savings, capital formation, and skill development.
- Training concerned local persons in maintaining records, organizing savings, and developing plans (prior to actual training) for the utilization of skill training at the community level.
- Studying existing organizational structures in your region, and identifying area of immediate concern and high priority around which community groups can be organized.
- Preparing monthly /quarterly work plan.
- Responsible to check the Daily / Monthly quarterly work plans and reports of Social Mobilizers.
- Providing data of field to Monitoring & Evaluation Section in time □ Liaison with relevant Local Line Departments, NGOs.
- Make harmony in all section for better implementation of program activities at field level.
- Seek guidance from Regional Program Officer in case of problems in the assigned work.
- Carry out any special assignments given out by Regional Program Officer / Core Support Unit Coordinator / General Manger Chief Executive Officer & assist in any other matter within your field of Competence.
- Any other task assigned by the Regional Program Officer.

**Reference Detail: -**

- **Dr. Abdu Rehman (NSTOP Officer)**
- 📞 : 0092-300-5825365
- ✉: [dr.rehman155@gmail.com](mailto:dr.rehman155@gmail.com)
  
- **Mr. Rafiq Ahmad Khan (DHCSO (COMNet) Bajour )**
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