Fawad Ahmad

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# Summary

I am a self-motivated, balanced, reliable, honest, energetic, and goal-orientated individual with a scientific and practical mindset based upon a sense of realism, and an ability to communicate at all levels of social interaction. I tend to take the lead; however, I am a team player and consider every experience as part of a learning curve. I am completely willing to expand my horizons; push forward and progress any field I am engaged in; and utilize my life and work experiences to excel my professionalism. I am Skillful at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.

# Experience

##  Data Assistant

### **Chip Training & Consulting (Private) Limited**.

**Jun 2023 – December 2024**

* 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 DPCR and polio info datasets for CBV UCs.
* Maintain datasets of CBV UCS in the assigned district & share it with all concerned.
* 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 UCOs and generate daily CBV monitoring updates during campaigns.
* Guide and on-the-job training of CBV 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 with the support of partner’s staff.
* Analyze data of dashboard indicators with UC wise feedback to the UCO and AS’ & CBV officer.
* Maintain close liaison with DPCR data operator for two-way data flow & triangulation.
* Generate and share extended catch-up coverage reports from DPCR (IDMIS) with the concerned DPCR.
* 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 social profile of the assigned district.
* Worked on Covid 19 i.e maintenance of covid 19 Suspected and Confirms cases on IPMS and IDIMS, getting social profile of these cases through field staff. Analysis of these cases and further sharing with EOC, DPCR for presentation with EOC coordinator and DC on daily, weekly, and monthly basis.

 **Tehsil Data Usage Officer**

### **Professional Employer (Private) Limited.**

**April 2021 - May 2023 (2 Years 1 month)**

* 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 DPCR and polio info datasets for CBV UCs.
* Maintain datasets of CBV UCS in the assigned district & share it with all concerned.
* 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 UCOs and generate daily CBV monitoring updates during campaigns
* Guide and on job training of CBV 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 with the support of partner’s staff.
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* Generate and share extended catch-up coverage report from DPCR (IDMIS) with the concerned DPCR.
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##  Data Support Officer

### **Chip Training & Consulting (Private) Limited**.

**Jan 2019 - Mar 2021 (2 years 2 months)**

* 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 DPCR and polio info datasets for CBV UCs.
* Maintain datasets of CBV UCS in the assigned district & share it with all concerned.
* 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 UCOs and generate daily CBV monitoring updates during campaigns
* Guide and on job training of CBV 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 with the support of partner’s staff.
* Analyze data of dashboard indicators with UC wise feedback to the UCO and AS’ & CBV officer.
* Maintain close liaison with DPCR data operator for two-way data flow & triangulation.
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##  Permanent Transit Post Supervisor

### **World Health Organization**

**Nov 2017 – Jan 2019 (1 Year 2 months)**

* As a PTP Supervisor my primary assigned task is of leading and supervision of social Polio teams. This also includes arrangement and imparting of trainings & orientations programs to Polio Teams
* Plan and co-ordinate activities on daily basis with other NGOs working at UC-level for social mobilization.
* My responsibility also includes monitoring effectiveness of Polio Teams their conducted activities.
* Conduct UC-Level meetings and events with leaders before each SNID to motivate and mobilize them
* To develop, plan, implement, evaluate and give technical advises on the PEI & EPI.
* Meetings with target B.H.U officials and Union Council influential for smooth implementation.
* Effective planning for health promotional activities conducting trainings
* Train Polio team in conducting survey and delivery of health services.
* Reporting and sharing of all activities with AC, PEO and PDA.

##  Data TTM

### **World Health Organization**

**Aug 2015 - Oct 2017 (2 Years 2 months)**

* 15 days’ readiness report
* 7 days’ readiness report
* Morning Report
* Observers check list
* Parent survey form
* RCA Clusters
* ICA Clusters
* Collecting information/data from the field on regular basis
* Data compilation, re-organization of beneficiaries lists in timely manner in subject to avoid duplication and controversy conditions.
* Identification and selection of focal persons in community
* Keeping record of regular daily attendance
* Developing weekly work plan and preparing daily progress report
* Analyze Surrey data and information and present it in meetings where needed.

Work with Data Manager in the maintenance of live database and data analysis.

##  Project Supervisor

### **Electronic General Services Pvt Ltd.**

**Dec 2014 - June 2015 (7 months)**

* As an Assistant performed the following responsibilities
* [Establishing Performance Goals](http://managementhelp.org/employeeperformance/goal-setting.htm)
* [Developing Performance Plans](http://managementhelp.org/performancemanagement/performance-planning.htm)
* [Giving and Receiving Feedback](http://managementhelp.org/communicationsskills/feedback.htm)
* [Evaluating Performance (Performance Appraisals)](http://managementhelp.org/employeeperformance/performance-appraisals.htm)
* [Rewarding Performance](http://managementhelp.org/employeeperformance/rewarding.htm)
* [Addressing Performance Problems](http://managementhelp.org/employeeperformance/problems.htm)
* [Performance Improvement/Development Plans](http://managementhelp.org/performancemanagement/development-planning.htm)

##  MIS Officer

### **Centre of Excellence for Rural Development.**

**Dec 2013 - May 2014 (6 months)**

* Rapid Village Assessment (Male/Female)
* FGDs (Male/Female)
* Co,s formation (Male/Female)
* HH Assessment (Male/Female)
* Baseline Questionnaire
* Feasibility Report
* CFW Schemes Registration
* Tool Kits Distribution (Infrastructure)
* Tool kits Distribution (Kitchen Gardening)
* CFW Daily Attendance
* CFW Payment Voucher

##  Computer Operator

### **FDRD, Irrigation Department Peshawar.**

**Aug 2010- July 2012 (1 Year 11 months)**

* Creating Drafts
* keeping record
* entering all data
* transferring data etc.

## Computer Operator

##  Lakson Tobacco Co. Pvt Ltd

 **Nov 2008- July 2010**

* Feeding of DSRs in the Database.
* Analysis of Daily Sales Reports data.
* Generating Reports and sharing with Head Office

# Education

##  University of Peshawar

### Master of Science (MSc), Computer Science

2007 - 2009

Studied Computer Science

# Certifications

 **MCSE, A+ Certification, MS Office, Peach Tree,**

 **Prevention of Sexual Exploitation and Abuse (PSEA)- Multilanguage (2021)**

 **United to Respect: Prevention sexual harassment and other prohibited conduct**

 **UN BSAFE (Multilingual 2022)**

# Skills

Professional Communication, Data Analysis Databases, Looker Studio, Tableau, Power BI, Arc GIS, Q GIS, Microsoft Excel, Microsoft Word, Microsoft Power point, Power Query, Power Pivot, A+ Hardware, MCSE

###### References:

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| **Dr. Sardar Alam**District Deputy Polio OfficerWorld Health OrganizationMob No: +923349142143 | **Dr. Younas**District Deputy Polio OfficerWorld Health OrganizationMob No:03169502072 |