

# Hafiz Ullah

Email [Hafeezdawar789@gmail.com](mailto:Hafeezdawar789@gmail.com)  
Contact No 00923348347002 , 00923008347002  
Passport No BB6515542

## Profile Summary:

Dynamic and results-driven Data Assistant with a distinguished academic background, holding a Master's in Business Administration, a Master's in Information Technology, and an MS in Human Resource Management. With over 12 years of extensive experience in the social sector, I have consistently demonstrated a strong commitment to leveraging data-driven insights to enhance organizational efficiency and impact.

My diverse professional journey has equipped me with a comprehensive skill set, ranging from strategic decision-making and project management to data analysis and human resource optimization. Throughout my career, I have successfully undertaken various roles and responsibilities, showcasing my adaptability and versatility within different organizational contexts. My proficiency in leveraging advanced data analysis tools and technologies, coupled with a deep understanding of business administration and human resource management, positions me as a valuable asset in translating complex data sets into actionable strategies. I am adept at implementing innovative solutions to address organizational challenges, contributing to improved decision-making processes and overall operational excellence.

With a proven track record of driving positive change and fostering collaborative environments, I am committed to utilizing my skills and experiences to make meaningful contributions to data-driven initiatives within the social sector. I am seeking opportunities where I can continue to integrate my multidisciplinary expertise to empower organizations, drive informed decision-making, and create lasting societal impact.

## Educational Experience

### MS in Human Resource Management (HRM)

### Master in Business Administration & Information Technology

### NEBOSH (IGC in Occupational Health & Safety)

#### Training and Certifications:

- Disaster Preparedness and Emergency Action Plan (WHO)
- HHFA data analysis platform (WHO)
- Introduction to Poliomyelitis and the Global Polio Eradication Initiative (WHO)
- Health Emergency and Disaster Risk Management for Resilient Cities (WHO)
- Data Analytics and Business Intelligence (Virtual University)
- SEO (Search Engine Optimization) (Virtual University)
- ISO 9001:2015 Quality Management System Foundations (The Knights of Safety Academy)
- Internal Audit Awareness (The Knights of Safety Academy)
- The COSHH Manager Certificate (The Knights of Safety Academy)
- CMST, LMST, BMST Training at HRDC Centre Hayatabad Peshawar (SRSP)

## Professional Experience

### Zonal Trainer (World Health Org) (Bannu Zone)

January 2023 (currently Working)

#### Pre Training

- Ensure availability of training material including training equipment In coordination with respective sections.
- Arranging Participants List
- Calls to each and every Participant regarding training venue & dates of training
- Printing of Training Material (Like Agenda, Pre & Post Test, Attendance Sheet, Registration Sheet etc.
- Training Venue (Visit Venue to ensure the arrangements at least one day before training)

#### During Training

- Trainer should be in training hall at least 15 minutes before training
- Trainer is responsible for o Registration of participant's
  - Attendance of participant's
  - Pre & Post Test Entries & Timely submission to Head Office.
- Mock Exercises on
  - Methodology Field Plan
  - Locating Cluster

- Sampling
- Data Collection & Data Uploading
- Formation of Field Teams

### **After Training:**

- Ensure submission of following documents
- Ensure Availability of Village Code Book (CVB) to be provided by Data Section
- Pre-& Post Test (Soft Copy)
- Data Collection & Data Uploading through NEOC APP
- Attendance Sheets/Registration sheets (Hard)
- DDM card (Hard Copy)
- Field Visit
- Coordination with District Administration & Line Departments

## **Federal Independent Monitor (WHO)**

**Sep 2022 – Dec 2023**

### **Polio Campaign Monitoring**

- Monitor Polio Activity during Campaign. Monitor Logistics and HR during Campaign Days
- Monitor and Report Mobile, Fixed and Transit teams during Campaign Monitor Routine Vaccination during Campaign Days
- Checked vaccine carrier and refrigerator ILR Checked Micro plan and verify teams visits
- Attend DEOC & DC ER meeting during Polio Campaign Report Daily Field Activity to Federal M&D
- Facilitates over All polio Activity with Field Level Staff
- Report Overall Activities with Federal M&D and Share Issues With DHO & DC, and DEOC in ERM

### **RAYN**

**DISTRICT PROJECT OFFICER**

**May 2022 to August 2023**

Working as District Project Officer North Waziristan with RAYN org for Geographical Coverage Support Services (GCSS). Monitoring through GCSS in collaboration with National Emergency Operation Centre (NEOC), Govt of Pakistan. JD includes training and management of RIZ District Supervisor. Field Supervisor and Surveyors on GCSS devices and Data Uploading on Android based GCSS App. Monitoring of Uploading data and Daily activity report on Dash board. Coordination With DHO, District Administration and Line Departments

## **LQAS (POLIO) (WHO)**

**District SUPERVISOR NORTH**

**March 2022-**

Working as a District Supervisor North Waziristan with World Health Organization (WHO) for Lot Quality Assurance sampling (LQAS) Polio Monitoring project in collaboration with National Emergency Operation Centre (NEOC), Govt of Pakistan. LQAS is a rapid survey method to “assess evidence of vaccination coverage” following supplementary immunization activities (SIA) in pre-defined areas such as a health UCs (known as “lots”), using a small sample size. JD includes Management of LQAS Supervisors and Surveyors on Sampling Methodology and supervision of field data collection in assigned Lots on NEOC App.

## **SOMERIAN HEALTH ABU DHABI**

**Monitoring Officer Monitor the Tract pattern of movement, contact tracing by using smart watch.**

**Dec 21-Mar 22**

Monitor the daily PCR test and Sops in the Hospital and in Isolation Centre  
Manage PCR test for all customer by putting their Detailed Information  
Prepared Istijaba for the customer who has positive covid 19 test  
Assign isolation center for every positive covid 19 Patient.

Monitor AlHosn App and update AlHosn app if there any issue in report in data

Insert customer and account data by inputting text based and numerical information from source

documents

Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry

Review data for deficiencies or errors, correct any incompatibilities if possible and check output

Research and obtain further information for incomplete documents

## **CRA (North Waziristan)**

**(Trainer)**

Introduction of CRA-N to the participants and workshops

Explaining objectives, methodologies and outcomes of the workshop

Defining importance of social cohesion and civic engagement in community resilience

Utilizing local terms, examples and terminologies for interpretation and explanation

Coining various words for propaganda, stereotypes, diversity, stability and violence

Engaging youth & elders of the workshop through locally approved ways in dialogue

Interlinked North Waziristan backwardness with violence and propaganda

Highlighted importance of social cohesion and civic engagement measures for community resilience  
Documented & recorded interviews, relevant forms, identity papers and desired expectations of participants from the workshops  
Facilitated other duties as assigned.

**WOMEN EMPOWERMENT ORG**  
LIVELIHOOD OFFICER

Sep20-Apr 21

Plan and manage WFP's livelihoods activities in District North Waziristan. Formation of CO and selection of beneficiaries for Cash For Work (CFW) programming. Assessment of 400 livelihood beneficiaries for Date palm (DAKI KAJOOR) plant and mustard seeds, Coordination with FAO to provide date palm plant as well as Mustard seed to the beneficiaries select for livelihood program. Coordination with Agriculture and livestock department & Arrange Training and Session to the beneficiaries. Arrange Session for Beneficiaries selected for FAO livelihood Grant.

**ISLAMIC RELIEF ORG**

COMMUNITY DEVELOPEMENT OFFICER

Aug 2019 – June 2020

Conduct need assessments/ surveys and analysis, feasibility studies, stakeholder analyses, community consultations and participate in other WASH activities when required. Formation of Co, O&M committee. Mobilize communities for the prioritizing of rehabilitation and recovery activities. Facilitates the capacity building and setup of representative village committees. Ensure that the FSL is integrated and linked up to the WASH interventions. Distribute Family hygiene kits and School Hygiene Kit at Tehsil Ghulam Khan & Tehsil Miran shah .Supports in the development of IEC materials for all activities implemented. Ensure that the public health promotion activities are appropriate to the needs of the beneficiaries. Support and supervise daily skilled and unskilled workers / project volunteers and give them useful instruction regarding their work improvement, through coordination with the relevant skilled staff. To ensure that systems are set in place for the operation and maintenance of all water supplies and sanitation facilities, including the provision of all necessary training.

To ensure gender mainstreaming in programs. This includes the introduction of mechanisms to enable women equal to participation in decision making around WASH issues.

Friendly and gender appropriate through PHAST community mobilization approach and positive behavioral change to wards good hygiene practices

**SRSP**

CMST (TRAINER )

Dec18 - Mar19

Formation of 31 MCO and CMST training of the 31 MCO. Joint Bank Account opening of the 31 MCO. Identification and registration of beneficiary households for livelihood program. Regular monitoring of the activities at distribution level and off site with households. Need identification through house holds' survey. Ensuring timely implementation of livelihood activities. Monitoring Field level activities. Supporting Engineering team in implementation of CPIs. Managing project activities in the targeted union councils. Supporting field staff for the timely implementation of activities at field level.

Documenting in the timely manner, all progress challenges, and learning for future implementation of similar projects and accountability. Leading assessment in the operational area for livelihood interventions. Conducting regular field visits to verify quality /progress of Livelihood Program interventions provide technical guidance and advice. Over all coordination of project activities. Liaison with local stakeholder

**CARE INTERNATIONAL ORG**

HEALTH & HYGIENE OFFICER

Apr 18 – Nov 18

Conduct need assessments, feasibility studies, Mobilize the community in the effective use of the community resources for hygiene promotion and wash . Mobilize communities for the prioritizing of rehabilitation and recovery activities .Facilitates the capacity building and setup of representative village committees. Ensure that the FSL is integrated and linked up to the WASH interventions. Distribute WASH NFIs and hygiene kits in the target community. Supports in the development of IEC materials for all activities implemented. Ensure that the public health promotion activities are appropriate to the needs of the beneficiaries. Support and supervise daily skilled and unskilled workers / project volunteers and give them useful instruction regarding their work improvement, through coordination with the relevant skilled staff. To ensure gender mainstreaming in programs. This includes the introduction of mechanisms to enable women equal to participation in decision making around WASH issues. Conduct Hygiene sessions using PHAST and villages clean up campaigns. Friendly and gender appropriate through PHAST community mobilization approach and positive behavioral change towards good hygiene practices.

**PREPARED PAKISTAN**

COMMUNITY DEVELOPEMENT OFFICER

Jan18 - Mar18

Overall project management at field level and coordination with project management team based at field office Bannu.

Formation of CBOs/VOs and their capacity building regarding SHELTER, WASH AND LIVELIHOOD project. Completion of 250 shelter, 160 LATERINE and cash for work.in DDK MIRANSHAH. Assist

Documentation unit with regards to record keeping and documentation system of the project. Successfully completed the assessment for hand pump and latrine included hygiene kit. Conducted health & hygiene sessions in 600 DIRECT BENEFICIARIES at Tehsil Miranshah. Achieve the targets within

time frame given. Conduct community environmental and hygiene assessments, adopting participatory tools and methods. Work within the agreed work plan and ensure timely attention to priority tasks. Initiate sessions to the community. Ensure WASH programmers meet SPHERE standards and established best practice. Arrange field visits regularly to observe shelter, latrine and wash.

## **CERD**

PROTECTION OFFICER

**Sep17 - Dec17**

Conduct community awareness Sessions with IDP NWA. Protection issues identification. Referral of identified issues to their concern service provider for assistance. . To Support the IDPs in formation of legal documents like Domicile. Birth Certificate, Marriage certificate etc. Protection Committee formation on community level. Coordination meetings with different departments for solution of IDPs Problem. Follow up visits to Food Distribution Hubs. Follow up of referred cases. Village profiling. Focus group discussion. Coordination among line departments, projects, NGOs and district administration. Conducted Capacity building of beneficiaries on protection issues

## **SRSP**

DDRO

**Sep 2016 -Jul 2017**

Formation OF CO,VO AND LSO IN THE 45 VILLAGES OF NORTH WAZIRISTAN AGENCY TWO TEHSIL,s MIR ALI AND MIRANSHAH FOR the completion of developmental schemes. Conduct Community Management Skills Training (CMST) to skilled the community through proper training and proper guidance. Under the overall supervision of the program Coordinator, and the direct supervision of the Community Development Supervisor and in close co-operation with the other Program staff. Assist in the development of a strategy to proceed from one village to another and one valley to another within the district. Carry out Social Mobilization in rural communities, conducting participatory appraisals and create awareness. Identify problems and examine solution before incorporating them in final resolutions by the community.

Establish and develop village organizations. Work closely with the extension staff of the Line Departments and NGO. Assist the community in the collection of baseline data about each village from time to time as advised by the Program Specialists through the Community Development Supervisor. Carry out linkage building activities to bridge the community and outside agencies both Government and non-government

## **PREPARED PAKISTAN SOCIAL**

**MOBILIZER 2016 - 2016**

Arrange community based/ outreach activities in line with the detailed implementation plan (DIP) and activity scoping documents (ASDs) including house-to-house visits, trainings, awareness raising and distributions;

Transparent and appropriate selection of beneficiaries for all project activities;

Informed community about all processes, i.e, complaint mechanisms, selection criteria and distributions in an open and timely manners

cash distributions as per internal and external guidelines;

Engage community and local leaders to support community

mobilization activities; Consider cultural, gender and inclusion within

all activities Support IDP tracking mechanism

## **ISLAMIC HELP ORG**

Project Officer

**June15 - Dec15**

Overall project management at field level and coordination with project management team based at field office bannu. Formation of CBOs/VOs and their capacity building regarding WASH project Completion .Assist Documentation unit with regards to record keeping and documentation system of the project. Successfully completed the assessment for hand pump and latrine included hygiene kit. Conducted 150 health & hygiene sessions in 14 VILLAGES OF UC HAWAID AND MAMAKHEL Achieve the targets within time frame given. Conduct community environmental and hygiene assessments, adopting participatory tools and methods. Work within the agreed work plan and ensure timely attention to priority tasks. Initiate sessions to IDP families and host community. Ensure WASH programmers meet SPHERE standards and established best practice. Arrange field visits regularly to observe WASH practice.

## **MERLIN INTERNATIONAL**

Health & Hygiene Officer

**OCT14 - Mar15**

Interaction with community for the project interventions of health in coordination with district coordinators. Facilitate the district coordinator in mapping of the area for the project implementation. Facilitate the district coordinator in conducting FGDs in the target community. Orientation of committee members on project activities, objective, outcomes and implementation methodology. Responsible for identification and verification of project beneficiaries for different activities and trainings in the target UCs. Responsible for preparing beneficiaries lists in consultation

with team leader. Facilitate the trainings and other capacity building initiatives with the project beneficiaries if and when required and communicated by the district coordinator. Facilitate in monitoring post implementation of project intervention in the target area.

## **Glow Consultant**

### **Regional Coordinator**

TPM (Third party Monitoring) WHH funded project activities i.p Sabawoon org

TPM of UNICEF funded project i.p SRSP org

TPM of FAO activities DFID funded project

TPM of UNICEF funded project i.p NMD org

TPM of UNICEF funded project i.p KPMD org

TPM of Unicef funded project i.p PHED department

TPM of Unicef funded project i.p EDU deptt

TPM of UNDP funded project Local govt department

TPM of SRSP WFP funded project visit different project sites to ensure the quality of work ,scope of work

## **Pakistan Telecommunication Network**

Network Administrator

BANNU

DEC 2010 to NOV 12

Hands on VDSL, BVPN, ADSL (Static Ip, Security Camera, Remote Mail Server)

Installation and Configuration the DSL&IPTV Router, Modem and DSL Wireless Router and IPTV STB Device.

Perform LQT (Line Quality Test) and Observe line Quality (Line Rate, SNR, Line Attenuation, Attainable Line Rate and IP Multicasting etc) by using various devices i.e. Acterna Meter, TDR Meters, OTDR Meter.

Diagnose the DSL/IPTV circuit Problems and solve its solution with the co-ordination of (MDF, Field Lineman, NMS of both media i.e. Copper & ONU and Other) staff.

Excellent Command on web online BNCC (Billing and customer care) software and CMS (Complaints Management System) CRM (Customer Relationship Management) online Software.

## **COMPUTER KNOW HOW**

Proficiency in Computer Data Management especially in:

- Microsoft Windows
- Microsoft Office Automation
- MS Word
- MS Excel
- Web Browsing
- Data visualization & Summarization
- Data Management
- Data Analysis
- Networking
- CCTV Cam Installation
- E-Commerce
- Word Press
- Open Data Kit (ODK)
- Internet of Thing
- Artificial Intelligence
- NEOC - LQAS App
- Survey CTO
- KOBO
- GCSS

## **Languages**

Can understand, Dari, & fluently speak and interact in local language like Pashto Mother Language, besides Urduas a national language & English as a professional medium.

## **References:**

### **Shahid Imran SB**

Federal M&D WHO Islamabad

& NEOC Coordinator Islamabad

Cell No:0345-5029116

[Email.khansh@who.int](mailto:Email.khansh@who.int)

### **Saeed Ullah Sb**

CEO Glow Consultant org

Cell NO:0345-8575974

Email: [saeedullah.khan@glowconsultants.org](mailto:saeedullah.khan@glowconsultants.org)

