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DOB: 2nd Jan, 1989
ILYAS AHMAD

PROFESSIONAL EXPERIENCE

Data Manager

Emergency Operation Center (EOC) Khyber Pakhtunkhwa (UNICEF)

Dec 21, 2016 Till date

The role assesses and anticipates Data-related issues and analytics. The position formulates and establishes strong relationship between National, Provincial, District (DCs, DHOs and PTA) Level & Project staff. It also value-add to Project. **Currently I am looking after 35 Districts of Khyber Pakhtunkhwa PEI (Polio Eradication Initiative) Data.**

- **Supervise and keep close coordination with Secretaries, District Administration (Deputy Commissioners, DHOs and PTA) during COVID-19 pandemic for smooth execution of activities**
- Collect pre, during, and post-campaign data, information, and reports from all stakeholders.
- Critical analysis of campaign data/reports and share information with Federal & Provincial level Management
- Manage to prepare and analyze daily / weekly / fortnightly / quarterly / monthly, bi-yearly / yearly reports during and after completion of Polio campaign.
- Update and share analysis with Management for decision making and way forward
- Update online databases (IDIMS and Dashboard)
- Ensures establishment of appropriate database system of the Provincial EOC
- Collaborate with health authorities, partner organizations, and other stakeholders to streamline data-sharing processes.
- Take and suggest precautionary measures while rectification of data received from different stakeholders in timely manner
- Ensures coordination and linking of EOC and District Emergency Operation Center (DEOCs), with various other databases and health informatics for smooth information for the Provincial EOC
- Developing of Google Forms for data collection
- Prepare different presentations for **Secretaries, Provincial Staff and District Level Management**, internal meetings, Reviews and international donors including PTF, TAG, IMB
- Any other task assigned by supervisor

Provincial Data Officer

Emergency Operation Center (EOC) Khyber Pakhtunkhwa (UNICEF)

April 28, 2016 Till Oct 30, 2016

- Collate/organize daily/weekly staff attendance SMS and generate monthly attendance reports for Management.
- Follow-up with Ex. Agencies staff for submission of data for reports on daily basis.
- Regular Monitoring of EOC and DSC data dashboard for generation of reports and follow-up of pending data with UC and Ex. Agency/FRs
- Collection and analysis of Ex. Agency/FRs (**Pre, intra and Post Campaign**) data sets

- Generate Agencies/FRs analysis reports on key indicators of (pre, intra and post campaign) Data Sets.
- Guide and on-job training to DSO, field CCPV and COMNet staff on reporting tools.
- Identified issues follow-up with Agency Managers (AHCSOs) and DSOs for corrective measures
- Maintain close liaison with EOC data Manager for two-way data flow.
- Generate and share extended catch-up coverage reports from DSC dataset with the EOC.
- Collection of data for campaign planning from Agencies/FRs for onward submission.
- Sharing status sheets of pendency, correctness and completeness of data every data set at defined cut-off dates.
- Task assigned by supervisor.

Data Reporting / Analyst

M.Z Awan (PDP USAID)

Aug 28, 2015 Till Nov 23, 2015

Reason for Leaving: Project Duration Ended

- Creation and maintenance of data quality controls.
- Facilitate DQ issue management process and maintain repository of issues.
- Creating fusion tables and plot coordinates on it.
- Assist with the preparation and review of data
- Manage, reconcile and check accuracy of data.
- Assist analyst team with dashboard and report generation
- Producing complex performance reports from raw data
- Analyzing and extracting data from different systems
- Define standards for data quality, data lifecycle and controls and ensure compliance.
- Perform other duties as assigned.

Data Reporting / Analyst Officer

Basic Education & Employable Skill Training (BEST)

May 1, 2014 till Dec 12, 2014

Reason for Leaving: Project Duration Ended

- Monitor and review regular sources of information and data required for preparation of reports, e.g information from field monitors (Project Manager, Team Leaders)
- Collect and analyzes data from national and field office locations, prepares donor reports based on formats / log frame
- Gather and analyses information about donor policies, trends and preferences
- Work collaboratively with teams to create consistent reporting formats and to create structures to integrate relevant data into the day-to-day work
- Perform data consolidation, data analysis and reporting to provide clear and understandable reporting
- Coordinate reporting activities
- Visit field offices when requested (Kurram Agency, KPK etc)
- Perform other related duties as assigned

Supervisor / Data Reporting Officer

Mansha Brother (PDP USAID)

Oct, 1 2013 till Feb, 28 2014

Reason for Leaving: Project Duration Ended

- Delegating tasks
- Preparing and implementing different plans
- Help employees address and resolve a wide variety of concerns and complaints
- Monitoring the team's performance
- Assign certain duties to the employee, explaining how those duties are to be done
- Helping with training and development
- Completing paperwork
- Handling complaints
- Reporting to senior management / personnel when required
- Preparing and writing reports (Daily, Weekly, Monthly)
- Produce accurate, regular, and timely narrative reports all the delegation operations
- Monitor deadlines and ensure that reporting requirements for all running activities have been planned and agreed upon

Assistant IT

PITCO (PDP USAID)

Oct, 1 2012 till Sep, 17 2013

Reason for Leaving: Project Duration Ended

- Deals directly with the employees or customers who have technical issues like forgotten passwords, viruses, or email issues
- Installing and configuring computer hardware, software, systems, networks, printers, scanners etc
- Talking to clients and computer users to determine the nature of problems
- Providing technical support to requests over the telephone and email for all PC hardware, software, and associated peripherals
- Working in MIS database create, update, and maintain the database
- Keeping update and backup of database
- To assist Sub Engineer officer (S.E) and preparing monthly plans
- Preparing monthly expenses reports and scheduling of meeting and other activities
- Collect the coordinates of different Grid Stations of KPK and preparation of analysis report based on coordinates
- Maintaining attendance sheet and Sorting, filtering and proper filling of data

Assistant Data Reporting
BEST (Basic Education & Employable Skill Training)
Apr 2 2012 till Sep, 30 2012
Reason for Leaving: Project Duration Ended

- IDPs camps daily reports generation and sharing with concerned stakeholders
- Information Management regarding organizations profiling and activities
- Communication and information sharing regarding IDPs return packages and camps information
- Displayed all the Essential Background Information in camps through posters and charts
- Conducted meetings and facilitated Community Participation during Voluntary Repatriation
- Established linkages with field staff to develop information flow system
- Record keeping
- Data entry into specific format and generate reports of data
- Coordination with management team
- Established linkages with field staff to develop information flow system

ACADEMIC QUALIFICATIONS

- **BACHELORS IN COMUTER SCIENCES**
Islamia University Peshawar – Pakistan (2008-2012)
- **MASTER’S IN PROJECT MANAGEMNET**
Abasyn University Peshawar – Pakistan (2017-2018)

COMPUTER SKILLS

- Operating Systems (e.g. Windows 7,8 &10), MS Office
- Email & Scheduler MS. Outlook, Writer Software, and a knowledge of Hardware Assembling.
- Data Visualization on Tableau, QGIS, Data collection, Data utilization, Data validation, Managing Processes, Analyzing Information, Professionalism & Problem Solving

LANGUAGES

Language	Speak	Reading	Writing
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent
Pashto	Excellent	Basic	Basic

REFERENCES:

- References will be shared on request.