Imran Ali Kunbhar

Snr. Database Officer

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Summary

I have come up with Sevenyears of professional experience having substantial command on data analysis and well command on create Quantitative data report and creating MS Excel database and managing large databases of multiple projects Nutrition, Health, CFT, CFW, MPCA, Shelter, Education, WASH and Sanitation and creating reports in different parameters, generating payment sheets, sampled list for evaluations etc.

I have managed complex database of researches, evaluation etc. Im good at working with different types of queries, tables, forms, reports, and macros.

My fingers play with keyboard with key punching o of45 WPM, well skilled supervise data entry team in different kind of surveys and data collection activities Rapid Assessment, Base line, end line, PDM, WASH Pre-Kap, Post-Kap, Beside all above, I am capable of managing multiple tasks, problem solving, maintaining confidentiality and producing quality work. I have sound knowledge of computer applications i.e. MS office windows and KOBO Collect Application etc.

Creating Tools of Project Activities for Data Collection, such as HH Assessment, PDM, Base line, End line, Village Profile, Village Committee, MOU of Distribution/Disbursement Recored, etc on MS office and KOBO.

Skills

Technical Analytical Skills | Team work and Team management | Store Data of hard version | Photography Field Level | MS Access | Mobilization | installation of software's and Windows | Hard Data Filling with Tag and Contact | Expert on MS Office | Design Banner and Other IEC material | Database Reporting | Database Management | Data Entry with High Speed and Proper | Data Entry | Data Collect and Hard Data Save | Data Cleaning | Data Analytics | CRM Databases Command | Create Tokin and Receiving Sheet | Create Summary Sheet of Database | Create Formant for Database | Create Dashboard of Database | Create and Maintain Check List for Data | Cooordination Skills | Computer Knowledge

Experience

Sep 2022 - Present

○ **Snr. Database Officer**
CESVI South Sindh, Mirpur Khas, Pakistan

Maintain a robust and comprehensive database management system, in coordination with the project coordinator and MEAL Coordinator, to ensure the availability of accurate data to meet project Donor Deadlines and inform critical decision Making. Record, Analyze, interpret, consolidate and report data related to ongoing project activities/interventions. Assist MEAL and Project Teams in data collection and data entry, as needed. Support the development of regular technical progress reports based on the results framework. Collect and Consolidate monthly data reports and data on progress against project indicators. Produce infographics, dashboards and presentations, through interpretation and visualization of key indicator data for internal and external stakeholders, including donors, goverment, and tehnical working groups. Support the planning and development of monitoring activites, including but not limited to needs assessment, and baseline and endline surveys. Assist MEAL coordinator in the development of appropriate monitoring and data managment strategies, data collection tools, and reporting templates. Ensure compliance with data protection Policies and protocols across the organization and projects, in line with Cesvi and donor guidelines. Respond to any internal and external data related queries. Support in troubleshooting of IT Related issues of the office. Any other job related added task assigned by the

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supervisor. Keep up a good Knowledge of Cesvi Program, code of conduct and Cesvi pakistan internal guidelines. Timely inform the (HoM) and other colleagues of any issues that might endanger the security of people and goods related to the project. In general, guarantee availability and Co-operation to any other Cesvi Staff, at any level.. Be available for any other tasks directly related to the activities of Cesvi in different geographical locations in Pakistan in case of emergency provinces.

Jan 2022 - Sep 2022 — Management of Information System (MIS Assistant)
Shifa Foundation, Mithi, Pakistan

Collect the data from field staff in hard version,Clean data and share findings with field staff,Organize proper filling of data, Remove errors from data with consultation to field staff,Store completed document in designated Locations, Prepares Source data for entry by opening and sorting mail verifying and logging receipt of data and data analysis, Data Entry of CHW Reports, Data Claining and Data Analysis, Reporting Weekly, Monthly and Quarter base, Data Entry and Uploaded on NIMS Application, Responsible for cleaning of data when requested, To ensure proper filing of data, Check Completed work for accuracy, Any other task assigned by line Manager.

Mar 2024 - Jan 2021 — Data Base Administrator (DBA)
AWARE, Umer Kot, Pakistan

Collect the data from field staff in hard version, Data punching beneficiary registration, Clean data and share findings with field staff, Maintain all computer and installation of softwares and Windows, Organize proper filling of data, Remove errors from data with consultation to field staff, Liaison with CFW officers in context of data, Share issues and challenges to field staff regarding data, Submit Work Plans & Project Progress Reports, Prepared payment sheet Scan Documents into Document management System or Databases. Store completed document in designated Locations. Prepares Source data for entry by opening and sorting mail verifying and logging receipt of data and data analysis. Any other task assigned by line Manager.

Mar 2024 - Sep 2020 — Management of Information System (MIS Assistant)
Shifa foundation, Mithi, Pakistan

Collect the data from field staff in hard version,Clean data and share findings with field staff,Organize proper filling of data,Remove errors from data with consultation to field staff,Store completed document in designated Locations, Prepares Source data for entry by opening and sorting mail verifying and logging receipt of data and data analysis, Data Entry of CHW Reports, Reporting Weekly, Monthly and Quarter base, Data Entry and Uploaded on NIMS Application, Responsible for cleaning of data when requested, To ensure proper filing of data, Check Completed work for accuracy, Any other task assigned by line Manager.

Mar 2024 - Jul 2020 — Database Officer
Research and Development Foundation (RDF), Mithi, Pakistan

To develop distribution and training sheets for program teams. To ensure regular gathering of data collected by M&E Officer and Program team. To ensure accurate and timely entry of program, M&E Officer and any other type of data assigned by Database Supervisor or Database Officer into the database;
Responsible for cleaning of data when requested. To ensure proper filing of data.To

work according to the priorities set by the Database Officer. To report to the Database Supervisor or Database Officer at frequent and regular intervals on the progress of data entry and any outstanding inaccuracies and / or discrepancies. Scan Documents into Document management System or Databases. Store completed document in designated Locations. Prepares Source data for entry by opening and sorting mail verifying and logging receipt of data and data analysis, Prepared payment sheet Check Completed work for accuracy. Any other task assigned by line Manager.

Mar 2024 - Nov 2018

Database Administrator and Computer Instructor
Research and Development Foundation (RDF), Mithi, Pakistan

Designs and teaches various computer courses for students. Creates course outlines and writes instruction and review handouts for each of the different course. Prepares the room and the computers for use before each class attends to the proper shut-down of computers after classes. Collect the data from field staff in hard version. Organize proper filling of data. Assures that the computer equipment is properly used. Trained and supervises student. Clean data and share findings with field staff. Supervises use of computer equipment during lab hours. Performs other related duties as assigned. Data Entry, Data Management and Data analysis. Maintain all computer and installation of softwares and Windows. Organize proper filling of data. Any other task assigned by line Manager.

Feb 2016 - Sep 2016

Database Officer
Research and Development Foundation (RDF), Mithi, Pakistan

Collect the data from field staff in hard version. Data punching beneficiary registration. Clean data and share findings with field staff. Maintain all computer and installation of softwares and Windows. Organize proper filling of data. Remove errors from data with consultation to field staff. Liaison with CFW officers in context of data. Share issues and challenges to field staff regarding data. Submit Work Plans & Project Progress Reports. Prepared payment sheet. Scan Documents into Document management System or Databases. Store completed document in designated Locations. Prepares Source data for entry by opening and sorting mail verifying and logging receipt of data and data analysis. Any other task assigned by line Manager.

Education

2023

University of Sindh
Masters in Arts
Sociology of Development
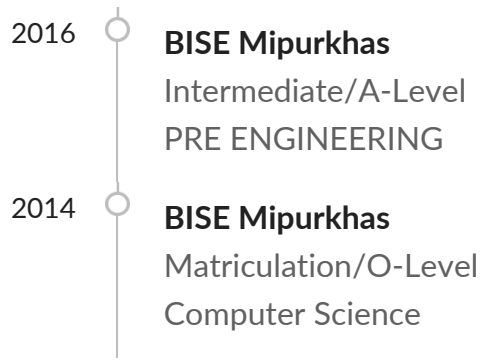
2022

Sindh Board of Technical Education, Karachi.
Diploma
Information Technology

2020

University of Sindh
Bachelors in Commerce
Commerce

BISE Mipurkhas

Intermediate/A-Level

PRE ENGINEERING

2014   **BISE Mipurkhas**

Matriculation/O-Level

Computer Science

Projects

Worked with Different NGOs and INGOs.

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I am worked with Deffrent NOGs and INGOs and Deffrent Projects,

- Accelerated Action Plan (AAP-H) for Reduction of Stunting & Malnutrition
- Provision of WASH assistance to the 5000 Flood-affected families
- Community Based of Acute Malnutrition (CAMM)
- Building Resilience to Effects of Recurrent Disasters, on FNS
- Integrated Multi Sector Support to Nutrition at Risk Communities in Sindh
- Live saving support food assistance to flood affected families in Umerkot District

Languages

English	**Urdu**	**Sindhi**
Expert	Expert	Expert