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| Imran KhanTehsil Landi Kotal, District Khyber 0301-5936351, 0333-9085830Email : dso.landikotal@gmail.com  |
| Seeking a position at you company where I can maximize my 6+ years of experience. |

# Experience

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| 1st July 2023 – Till DATeDA (data Assistant), With CTC organization.1. Ensure effective data usage / enable data-driven decisions at DEOC level (primarilyresponsible/accountable role).2. Prepare program-relevant analytical reports and presentations by conducting detailed data analysis for all the phases of campaign including pre-intra-post campaign.3. Prepare UC wise readiness analytical report for DPEC readiness meeting.4. Conduct detailed data analysis of Routine Immunization of super High-Risk UCs and produce actionable report on Routine immunization.5. Develop coordination with Data Support Centre for the data collection, compilation, verification, and validation processes at the DEOC during all campaign phases.6. Support UC-level staff to compile data accurately and timely regarding campaign and EPI.7. Support DEOC team for revising and updating List SCORE of UCs.8. Develop quantitative analysis of programmatic data (Surveillance, SIA, RI) and information on HRMP, factors affecting SIA performance to develop town/tehsil and sub town/tehsil level risk analysis to inform operations planning and town/tehsil level decisions.9. Produce report on the data quality (DQA) highlighting identified gaps through analysis and validation process (e.g., missing, or incorrect data/discrepancies).10. Provide support in maintaining zero Dose data for PEI/EPI Synergy.11. Ensure EPI coverages of EOA (especially) and static sites for all districts12. Any other task assigned by DEOC or program team.1st April 2021 – 30th June 2023TDUO (Tehsil data usage officer), With People organization. 11th June 2019 – 31st march 2021DsO (data support officer), With ctc organization.▪Provide overall support on management, maintenance and review of the current data flow and information systems in CBV implementing district. Develop procedural documentation to support efficient, high quality data collection from the field. ▪Develop and maintain mechanisms for timely and accurate submission of data from UC and Area level staff of campaign data to Data Support Centre (DSC) and DEOC, IDIMS. ▪Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools). ▪Coordinate with DSC to ensure all data is received from the field on time. ▪Prepare comparative analysis of vaccination coverage, missed children and other trend analysis. Generate daily coverage and monitoring feedback reports during the campaign cycle. ▪Provide field-based orientation to UC level and CBV field staff about reporting formats, data flow and recording systems and CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality. ▪Analyze UC data on agreed indicators and share the report with relevant UC level and area level staff. ▪Support DEOC and UNICEF in gathering of the specific data, compilation, analysis and onward sharing. ▪Generate reports on CE / Communication activities in close coordination with UCO Communications and Communication Support Officers (seconded at DEOC/PCR). ▪Coordinate with Data Support Centre, CBV and COMNet Staff, D& PEOC Information Management Focal Persons of D&PEOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available. ▪Ensure the DSC and IDIMS datasets are aligned. Compilation forms to be signed off by the incumbent of the assigned union councils prior to sharing it with DSC and DEOC/PCR.▪Analyze data, prepare campaign analytical reports in time and share with DEOC/PCR. ▪Undertake duties as assigned by the respective supervisors.  |
| 7th March 2016 – 10th june 2019AS (ARea supervisor), With ctc organization.Supervision of CHWs:1. Ensure proper registration of CHW book.
2. Validation of registration data
3. Follow up missed children on daily basis
4. Supportive supervision of CHWs in the field
5. Training of CHWs on Inter personal communication skills (IPC).
6. Develop supervision plan for all planned activities.
7. Performance evaluation of assigned CHWs.
8. Plan and conduct awareness sessions in assigned area with (caregivers, schools, madrassas etc.)

Micro Planning and Data Preparation1. Preparation of Micro Plans
2. Preparation of Area map
3. Mapping and validation of HRMP/nomadic population in his catchment area.
4. Compilation/Preparation of Missed Children data like SMC list (NA and Refusals)
5. Planning and organizing RI activities in assigned area to cover zero dose and defaulters

Tasks during Polio Campaigns1. Compilation of 2B form with cross validation data from CHW’s registration book before final submission.
2. Ensure registration and vaccination of all institutions (schools/Madrassas) in their catchment area.
3. Logistic and vaccine management in the field.
4. Participation in pre, intra and post campaign meetings with proper data of assigned catchment area.

*Any other task/s as suggested or assigned by the Field Supervisors* |

# Education

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| 2009MSC (Statistics), University of Peshawar |
| 2007BSC (Computer and maths), university of peshawar |

### awarded for best (Data support officer) by Worthy DC (Deputy Commissioner) Khyber,

### Certificates:

### Digital Literacy Cetificate

### Freelancing course certificate

### Prevention of sexual exploitation and abuse (PSEA)

### English Grammar Quiz certificate

### United to Respect: Preventing sexual harassment and other prohibited conduct

### UN BSAFE

# Skills

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| * Data analysis
* Data Visualization
* Data Cleaning
* Microsoft Excel
* Microsoft Word
* Microsoft PowerPoint
* Critical Thinking
* Communication
* Attention to detail
* Collaboration
* Teamwork
* Results and Quality Orientation
* Flexibility
* Stress Management
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# References

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| * Dr. Shams (NSTOP Officer/DDU & RAO District Khyber)

0333-9184362*drshams142@gmail.com* |  |

* Mr. Luqman Khan (VMO)

0302-8357776

*pdofata@gmail.com*

* Dr. Ehtesham (DDPO District Khyber)

0333-9271886

*hayate@who.int*

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