

Curriculum Vitae: Khalid Kamal

Education: Bachelor in Arts, Gomal University, Dera Ismail Khan

Personal Profile:

Marital status: Married
Gender: Male
Nationality: Pakistani.
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Professional Overview

I am driven by a desire to achieve significant results and consistently display integrity, initiative, and a 'can-do' attitude. As a highly self-motivated, conscientious, and committed Database Management professional, I bring over 9 years of applied experience in Database Management activities. My expertise includes developing Database Management systems in Excel, budget development, tool/instrument design, team organization, staff training, data collection (using qualitative and quantitative techniques), data entry, cleaning, analysis, and report writing

In addition, I have 4 years of experience utilizing Monitoring & Evaluation (M&E) techniques and conducting surveys in the areas of Water, Sanitation, and Hygiene (WASH) and Livelihood activities. I have applied various monitoring methods to track progress and evaluate the effectiveness of projects related to WASH and Livelihoods. This includes developing monitoring frameworks, designing survey instruments, training teams for data collection, and conducting data analysis. I have successfully conducted baseline, mid-term, and end-line surveys to assess the impact of interventions in these sectors.

Organization and Tenure	Designation/Location and Key Responsibilities
World Health Organization May 2022 to till date	Responsibility performed as Union Council Support Person: Dera Ismail Khan, KP <ul style="list-style-type: none">• Assist in pre-campaign micro-planning:<ul style="list-style-type: none">• Validate micro-plans• Map high-risk areas• Assist in selecting and distributing vaccinators• Monitor distribution of DDM cards• Ensure timely payment of incentives to frontline workers• Assist in training sessions for vaccination teams and supervisors• Promote partnership and coordination at the UC level• During campaign implementation:<ul style="list-style-type: none">• Monitor implementation activities• Collect and analyze data• Ensure proper implementation in hard-to-reach areas• Attend review meetings• Prepare catch-up plans• Organize re-do activities• Facilitate the work of independent monitors• Post-campaign responsibilities:<ul style="list-style-type: none">• Conduct market surveys• Perform post-campaign assessments• Monitor and support EPI outreach sessions

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<p>International Rescue Committee</p> <p>Aug 2021 to April 2022</p> <p>Feb 2019 to May 2019</p>	<p>Responsibility performed as Data Entry/Quality Assistant & Database Officer; Islamabad/Ghotki, Sindh</p> <ul style="list-style-type: none"> • Collect Means of Verification (MoVs) and verify them manually and through NADRA's SMS service • Perform data entry tasks • Coordinate with Zonal Managers to identify gaps and discrepancies in data • Ensure timely data entry into the Management Information System (MIS) • Scan and organize relevant data • Assist Senior Programme Managers in verifying financial claims • Support the processing of claims • Maintain the integrity and performance of project data: <ul style="list-style-type: none"> • Ensure secure storage and optimize data management • Manage the Livelihoods clients' database • Develop and maintain requirement analysis for mapping donor report tabulation, total reach, global indicators, and project planning matrix-based reports • Verify data for completeness, correctness, and consistency, following up on data quality checklist • Conduct regular analysis and action planning meetings: <ul style="list-style-type: none"> • Compare data against project milestones, targets, and quality expectations • Assist in assessing clients for Kitchen Gardening, Agricultural Demo plots, and Vocational Trainings • Support livelihood officer in distribution activities
<p>Frontier Organization for Reforms and Transformation</p> <p>Feb 2018 to Dec 2018</p>	<p>Responsibility performed as Monitoring & Evaluation Officer; South Waziristan Tribal District, KP</p> <ul style="list-style-type: none"> • Develop and strengthen monitoring, inspection, and evaluation procedures for: <ul style="list-style-type: none"> • Rehabilitation of DWSS schemes • Gravity flow water supply schemes • Pour flush latrines • Monitor all project activities and progress towards achieving project outputs, including hygiene promotion activities • Collaborate with project management, Core Team, project advisors, and senior M&E Expert to: <ul style="list-style-type: none"> • Adapt the M&E system • Ensure continuous updates to data collection systems • Conduct regular monitoring sessions to: <ul style="list-style-type: none"> • Assess results against the M&E framework • Provide feedback to the project management team • Provide feedback on project strategies and activities to the Project Manager: <ul style="list-style-type: none"> • Identify and address bottlenecks • Suggest improvements for project efficiency and effectiveness • Share bi-weekly progress reports with donors and stakeholders • Establish and maintain M&E tools, conduct data entry for online systems to monitor progress and results • Support monitoring and evaluation of project effects and impact • Conduct pre and post-KAP surveys, implement data collection and validation processes to ensure data accuracy • Assist the M&E Manager in data analysis and preparation of pre and post-KAP reports • Prepare monthly and quarterly reports on project progress based on project activities

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<p>Poverty Alliance Welfare Trust</p> <p>April 2015 to December 2017</p>	<p>Responsibility performed as Database Officer / M&E Officer; North Waziristan Tribal District, KP</p> <ul style="list-style-type: none"> • Actively participate in project orientation workshops. • Provide suggestions to improve implementation strategy. • Generate workshop reports with clear guidelines for project staff. • Establish M&E benchmarks and checklists for monitoring purposes. • Conduct surveys, assessments, baseline, and end line surveys for WASH activities. • Participate in community organization formation. • Facilitate joint account opening for scheme funds. • Monitor CMST (Community Mobilization and Sensitization Training) and LMST (Leadership Management Skills Training). • Participate in progress review meetings. • Assist in reporting and BVAs (Beneficiary Verification Assessments) at monthly meetings. • Develop a detailed M&E plan for WASH & FSL projects with clear targets and deadlines. • Conduct monitoring visits and document observations. • Hold debriefing sessions with the project coordinator to discuss corrective measures and action plans. • Maintain close coordination with the documentation officer for accurate reporting. • Proactively identify challenges and bottlenecks that may hinder targets or deliverable quality. • Update management information systems with essential M&E documents. • Ensure local community engagement and involvement of socially excluded groups in decision-making and project activities. • Establish and monitor complaint and redress mechanisms for timely resolution of beneficiary concerns and feedback.
<p>Save The Children</p> <p>Jan 2013 to March 2015</p> <p>Feb 2012 to December 2012</p>	<p>Responsibility performed as Database/Documentation Assistant; Peshawar, KP</p> <ul style="list-style-type: none"> • Register beneficiaries using an online system. • Collect daily food distribution data from each Distribution team. • Compile daily distribution reports and inform the Documentation Officer accordingly. • Create and maintain a database for all beneficiaries at each Distribution Hub. • Keep key personnel updated on daily distribution plan activities. • Update the Distribution Board daily with information on warehouse food stock and distribution activities. • Compile weekly data for preparing weekly and monthly distribution reports. • Provide necessary information to the Documentation Officer for preparing monthly narrative reports for donors and the country office. • Maintain adequate stock of commodity management and distribution-related forms according to standard procedures. <p>Responsibility performed as Database/Documentation Assistant; Mirpur Khas, Sindh</p> <ul style="list-style-type: none"> • Compile data from various sources and present it using appropriate forms or data tools. • Maintain data scheme-wise and prepare tokens for Kash card distribution. • Provide supporting documentation for accurate report preparation. • Track significant variables, factors, and program activities and report on them. • Prepare daily, weekly, and monthly progress reports on the Cash-for-Work (CFW) program.

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Sep 2011 to December 2011	<ul style="list-style-type: none">• Maintain a beneficiary and relevant data database.• Prepare and regularly update program presentations.• Generate cash disbursement lists and ensure data accuracy for reports to the donor agency WFP.• Review project output data, including village profiles, activity profiles, and participant profiles against planned vs achieved targets.• Update follow-up data based on daily consultations using respective forms or tally sheets.• Facilitate transportation for enrolled beneficiaries when necessary. <p>Responsibility performed as Database Assistant; Mirpur Khas, Flood Emergency in Sindh</p> <ul style="list-style-type: none">• Compile data from various sources and organize it using relevant forms and data tools.• Store compiled data in a database for easy access and retrieval.• Provide supporting documentation to prepare reports that effectively present the data.• Maintain a database of beneficiaries and relevant data.• Prepare program presentations and ensure they are regularly updated.• Update follow-up data based on daily consultations and record it in appropriate forms or tally sheets. <p>Responsibility performed as Project Officer; Muzaffar Garh, Flood Emergency in Punjab</p> <ul style="list-style-type: none">• Conducted assessments of targeted villages to evaluate their readiness for a village cleanup campaign and the distribution of 1000 hygiene kits.• Assessed volunteers participating in the Cash for Work program related to the village cleanup campaign.• Established a fundraising system at the village level to address village-level problems and support vulnerable families and children.• Formulated community organizations in all targeted villages and monitored the implementation process.• Conducted hygiene sessions for community organizations and beneficiaries.• Organized interactive theaters on health and hygiene in the target UC.• Closely monitored the distribution process of cash and hygiene kits to beneficiaries.• Established a referral mechanism at the field level, referring cases to various departments for further assistance and support. <p>Responsibility performed as Database Assistant; Dera Ismail Khan, Flood Emergency in KP</p> <ul style="list-style-type: none">• Identifying the affected villages and creating a list of target beneficiaries for each Village Tract based on the Food List Agreement (FLA) signed between Save the Children (SC) and the World Food Programme (WFP).• Engaging with the local community to explain the program's objectives and seeking their assistance in identifying the most needy and severely affected individuals in their respective communities.• Sharing the beneficiary lists with the Food Aid Coordinator to establish a comprehensive database organized by Village Tracts and Townships.• Assisting the Food Aid Controller by providing necessary data such as distribution center dates, names, and the number of beneficiaries to be served each month.
Jan 2011 to May 2011	
Sep 2010 to December 2010	

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Manhattan Data Net	Responsibility performed as Computer Operator; Karachi, Sindh
Jan 2008 to Jun 2009	<ul style="list-style-type: none"> Online Data Entry through OCR

Key Sectors Served	Key Skill Sets in the Sectors
WASH	Data Management (Excel); <ul style="list-style-type: none"> Data Entry Data Validation Sorting & Filtering Formulas & Functions Pivot Tables & Pivot Charts Data Cleansing Data Analysis Data Automation Data Visualization Import & Export Data Protection Collaboration & Sharing Troubleshooting & Sharing
Food Security & Livelihood	
Health	
Polio Eradication Initiative	
Expanded Programme on Immunization	
Nutrition	
DRR	
Community resilience	
Women Economic empowerment	
	Data Presentation (PowerPoint); <ul style="list-style-type: none"> Slide Design Content Organization Slide Transitions & Animations Data Visualization Multimedia Integration
	Monitoring & Evaluation <ul style="list-style-type: none"> Project Management. Report writing Monitoring & Evaluation Research /Assessments studies designing Analysis Designing Survey Microsoft office, excel Effective communication & Presentation Skills Case Studies

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Software Skills:

- Microsoft Excel (Expert)
- Microsoft Power Point (Expert)
- Microsoft Outlook (Expert)
- Microsoft Team (intermediate)
- Microsoft Access (Intermediate)
- KOBO (intermediate)
- Power BI (Intermediate) Certification is in Progress
- Tableau (Intermediate)

References

Will be provided upon request