

Curriculum Vitae: Khalid Kamal

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

Personal Profile:

Marital status: Married
Gender: Male
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Professional Overview

I am determined by the desire to achieve significant results, display integrity, initiative and a 'can-do' attitude. A highly self-motivated, conscientious and committed Database Management professional with over 9 years of applied experience in Database Management activities. My expertise's are in developing Database Management systems in excel, budget development, tool/instrument design, team organization, training to staff members, data collection (using qualitative and quantitative techniques), data entry/cleaning/analysis, and report writing. Additionally, I have 04 years of experience in utilizing Monitoring & Evaluation techniques and conducting surveys in the areas of WASH (Water, Sanitation, and Hygiene) 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 Responsibilities include assisting in pre-campaign micro-planning, including validating micro-plans and mapping high-risk areas, assisting in selecting and distributing vaccinators, monitoring the distribution of DDM cards, ensuring timely payment of incentives to frontline workers, assisting in training sessions for vaccination teams and supervisors, promoting partnership and coordination at the UC level. During campaign implementation, responsibilities include monitoring implementation, collecting and analyzing data, ensuring proper implementation in hard-to-reach areas, attending review meetings, preparing catch-up plans, organizing re-do activities, and facilitating the work of independent monitors. Post-campaign responsibilities include conducting market surveys, post-campaign assessments, and monitoring and supporting EPI outreach sessions.
International Rescue Committee Aug 2021 to April 2022	Responsibility performed as Data Entry/Quality Assistant & Database Officer; Islamabad/Ghotki, Sindh Responsibilities include collecting Means of Verification (MoVs) and verifying them manually and through the SMS service of NADRA, performing data entry, coordinating with Zonal Managers to identify gaps and discrepancies in data, ensuring timely data entry in the Management Information System (MIS), scanning and organizing relevant data, assisting Senior Programme Managers in verifying financial claims, and supporting the processing of claims.
Feb 2019 to May 2019	Responsible for maintaining the integrity and performance of project data, ensuring secure storage and optimization. Manages the Livelihoods clients' database. Develops and maintains requirement analysis for mapping donor report tabulation,

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	<p>total reach, global indicators, and project planning matrix-based reports. Verifies data for completeness, correctness, and consistency, following up on data quality checklist. Conducts regular analysis and action planning meetings to compare data against project milestones, targets, and quality expectations. Assists Livelihood officer in assessing clients for Kitchen Gardening, Agricultural Demo plots, and Vocational Trainings. Supports livelihood officer in distribution activities.</p>
<p>Frontier Organization for Reforms and Transformation Feb 2018 to Dec 2018</p>	<p>Responsibility performed as Monitoring & Evaluation Officer; South Waziristan Tribal District, KP</p> <p>The main responsibilities include developing and strengthening monitoring, inspection, and evaluation procedures for the rehabilitation of DWSS schemes, gravity flow water supply schemes, and pour flush latrines. This involves monitoring all project activities and progress towards achieving project outputs, including hygiene promotion activities. Collaboration with project management, the Core Team, project advisors, and the short-term senior M&E Expert is crucial to adapt the monitoring and evaluation (M&E) system and ensure continuous updates to data collection systems. Regular monitoring sessions are conducted to assess results against the M&E framework and provide feedback to the project management team. Monitoring and evaluation of overall progress and sustainability of project results are performed. Feedback on project strategies and activities is provided to the Project Manager, along with suggestions for improving project efficiency and effectiveness by identifying and addressing bottlenecks. Bi-weekly progress reports are shared with donors and stakeholders. M&E tools are established and maintained, and data entry is conducted for online systems to monitor progress and results. Support is provided for monitoring and evaluating the effects and impact of the project. Pre and post-KAP surveys are conducted, and data collection and validation processes are implemented to ensure data accuracy. Assistance is provided to the M&E Manager in data analysis and the preparation of pre and post-KAP reports. Furthermore, reports on project findings and lessons learned are prepared, along with monthly and quarterly reports on project progress based on project activities.</p>
<p>Poverty Alliance Welfare Trust April 2015 to December 2017</p>	<p>Responsibility performed as Database Officer / M&E Officer; North Waziristan Tribal District, KP</p> <p>The role involves actively participating in project orientation workshops and providing suggestions to improve the implementation strategy. A workshop report is generated with clear guidelines for all project staff. M&E benchmarks and checklists are established for monitoring purposes. Surveys, assessments, baseline, and end line surveys for WASH activities are conducted. Active participation in community organization formation and joint account opening for scheme funds is required. CMST and LMST trainings are monitored. Participation in progress review meetings and assistance in reporting and BVAs monthly meetings is expected. A detailed M&E plan for the WASH & FSL project is developed and shared, with clear targets and deadlines. Monitoring visits are conducted, observations documented, and debriefing sessions held with the project coordinator to discuss corrective measures and action plans. Close coordination with the documentation officer is maintained for accurate reporting. Challenges and bottlenecks that may hinder targets or deliverable quality are identified proactively. Management information systems are updated with essential M&E documents. Local community engagement and involvement of socially excluded groups are ensured in decision-making and project activities. Complaint and redress mechanisms are established and monitored for timely resolution of beneficiary concerns and feedback.</p>

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<p>Save The Children</p> <p>Jan 2013 to March 2015</p>	<p>Responsibility performed as Database/Documentation Assistant; Peshawar, KP</p> <p>The responsibilities include beneficiary registration through an online system. Daily food distribution data is collected from each Distribution team and compiled into distribution reports. The Documentation Officer is informed on a daily basis. A database is created for all beneficiaries at each Distribution Hub, and key personnel are kept updated on daily distribution plan activities. The Distribution Board is updated daily with information on warehouse food stock and distribution activities. Weekly data is compiled for preparing weekly/monthly distribution reports. Necessary information is provided to the Documentation Officer for preparing monthly narrative reports for donors and the country office. Adequate stock of commodity management and distribution-related forms is maintained as per standard procedures.</p>
<p>Feb 2012 to December 2012</p>	<p>Responsibility performed as Database/Documentation Assistant; Mirpur Khas, Sindh</p> <p>The main responsibilities include compiling data from various sources and presenting it using appropriate forms or data tools. Data is maintained scheme-wise and includes preparing tokens for Kash card distribution. Supporting documentation is provided for report preparation, ensuring accurate data presentation. Tracking significant variables, factors, and program activities and reporting on them is conducted. Daily, weekly, and monthly progress reports on the Cash-for-Work (CFW) program are prepared and shared. The maintenance of a beneficiary and relevant data database is also part of the role. Program presentations are prepared and regularly updated. Additionally, the generation of cash disbursement lists and ensuring data accuracy and duplication-free reports to the donor agency WFP are important. Reviewing project output data, including village profiles, activity profiles, and participant profiles, against planned vs achieved targets is carried out. Follow-up data is updated based on daily consultations using respective forms or tally sheets. Lastly, providing transportation to enrolled beneficiaries is facilitated when necessary.</p>
<p>Sep 2011 to December 2011</p>	<p>Responsibility performed as Database Assistant; Mirpur Khas, Flood Emergency in Sindh</p> <p>I had been responsible for compiling data from various sources and organizing it using relevant forms and data tools and store it in database. I have also ensured that supporting documentation is provided to prepare reports that effectively present the data. Maintaining a database of beneficiaries and relevant data has been a crucial part of my work. I have prepared program presentations and kept them regularly updated. Additionally, I have diligently updated follow-up data based on daily consultations and recorded it in appropriate forms or tally sheets</p>
<p>Jan 2011 to May 2011</p>	<p>Responsibility performed as Project Officer; Muzaffar Garh, Flood Emergency in Punjab</p> <p>I had conducted assessments of targeted villages to evaluate their readiness for a village cleanup campaign and the distribution of 1000 hygiene kits. I had also assessed volunteers participating in the Cash for Work program related to the village cleanup campaign. To address village-level problems and support vulnerable families and children, I had established a fundraising system at the village level.</p>

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<p>Sep 2010 to December 2010</p>	<p>Additionally, I had worked on formulating community organizations in all targeted villages and monitored the implementation process. I had conducted hygiene sessions for community organizations and beneficiaries, as well as organized interactive theaters on health and hygiene in the target UC. Furthermore, I have closely monitored the distribution process of cash and hygiene kits to beneficiaries. Lastly, I had established a referral mechanism at the field level, referring cases to various departments for further assistance and support.</p> <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.
<p>Manhattan Data Net</p> <p>Jan 2008 to Jun 2009</p>	<p>Responsibility performed as Computer Operator; Karachi, Sindh</p> <ul style="list-style-type: none"> Online Data Entry through OCR

Key Sectors Served	Key Skill Sets in the Sectors
WASH	<p>Data Management (Excel);</p> <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	

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Women Economic empowerment	<p>Data Presentation (PowerPoint);</p> <ul style="list-style-type: none">• Slide Design• Content Organization• Slide Transitions & Animations• Data Visualization• Multimedia Integration <p>Monitoring & Evaluation</p> <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
- Microsoft Power Point
- Microsoft Access
- KOBO
- Power BI
- SPSS
- Tableau

References

Will be provided upon request