

EDUCATION

MBA	FUUAIST Islamabad	2012
BBA (Hons)	University of Malakand	2009
DIT	BTE Peshawar	2008

EXPERIENCE

Data TTM **November, 2022 till date**

WHO DDM Based PEI Programme, KP-TD

Responsibilities and Achievements:

- Maintaining and updating filing systems, databases, and archives
- Assembling, compiling, and getting ready information, materials, and documents for data entry
- Update data that already exists, generate reports, and obtain data upon request
- Carry out routine backups to guarantee the preservation of data
- Checking all records and data for accuracy and reporting any mistakes or discrepancies to the supervisor
- Convert paper papers or dictations into digital documents by transferring data from paper formats into database systems
- Enter information straight from field operations, medical facilities, or polio surveillance units
- Check data for errors by comparing it to the original documents and making the necessary modifications
- After entering data, sort, arrange, and store documentation
- Carrying out quality inspections in order to gather data regarding incomplete materials and documents;
- Producing and exporting spreadsheets, documents, and data reports as

Field Monitor, TPFM **June 2021 to October, 2022**

MicroMerger (Pvt.) Ltd. PEI Activities Monitoring (UNICEF Funded)

Responsibilities and Achievements:

- Participated in all trainings conducted by the organization, Capacity building, data collection tools, qualitative and quantitative data collection methods.
- Monitored children deworming campaign, Measles and Rubella campaign, Outdoor media, MPQA, DEPEC and UPEC meetings, pre, Intra and post-polio campaign, AICs, SM, FLWs, UCPOs, UCCSOs and UCMOs trainings.
- Prepared weekly, bi-weekly, monthly, and quarterly reports for provincial and country office
- Part of Inter-Cluster Missions, MOVs verification, Data validation and Spot-checking
- Liaison with NGOs, LEAs, district administration and other stakeholders regarding program activities
- Drafted routine letters, prepared PowerPoint presentations, provided inputs to Unit work plan, and responded to e-mail and other communications on daily basis.
- Identified 631 unvaccinated children, 5 missed area contain 32 houses, 110 poorly covered areas
- Administered checklists of collection of operation information, team NEAP status, Vaccine Management, Missed children recording, HH cluster monitoring, evening meeting at district/UC level, AIC role, NA/refusals vaccination verification, final readiness and micro plan validation
- Administer questionnaires provided by the program team and accurately record responses, collected data, Verified and Properly filed, and reported the data timely
- Conducted interviews with household, ensured that candidates meet the criteria set by the project.
- Ensured of the quality and accuracy of information collected by systematically verifying and correcting questionnaires at the end of each interview.
- Ensured timely submission of data and proper archiving of forms as instructed by the program team.

- Participated in briefing and debriefing sessions with the Technical team and provide regular updates on progress and challenges.
- Provided input and recommendations to improve data collection and processing throughout the course of the assignments

Union Council Polio Officer, UCPO

February, 2020 to March, 2021

Chip Training and Consulting, EPI, PEI program KP-TD (WHO Funded)

Responsibilities and Achievements:

1. Training and Capacity development of UCMOs, AICs, SM, TTM and mobile teams in health facilities

2. Coordination and Leadership

- Liaison with NGOs, LEAs, district administration and other stakeholders regarding program activities
- Provided technical support to the union council Polio eradication committee on poliomyelitis eradication
- Worked closely with govt and partners to ensure coordination of different stakeholders in the assigned area
- Ensured the functioning of the UPEC in the assigned areas
- Supported the full implementation of the National Emergency Action Plan (NEAP) and other key policy documents on polio eradication and immunization at the UC level

3. Supplemental Polio Vaccination Campaigns (SIA)

- Monitored the Union Council on ensuring all the agreed SIA timelines are followed and implemented
- Carried out assigned planning meetings including micro plan preparations at the Union Council
- Monitored the timely distribution of logistics in the assigned Union Councils, and ensure all necessary steps are taken to ensure no delays or stock-outs of logistics at the assigned areas.
- Monitored the effective utilization of mobile, fixed, and transit teams in the assigned area, and immediately reported misuse to the high ups to formulated an appropriate plan for coverage of missed children
- Worked closely with the communities in the assigned areas to rebuild trust in vaccines, combat misinformation, and generate demand for polio vaccination
- Mobilized religious, tribal, political leaders and influential in the assigned area to support polio eradication
- Ensured all reported missed and poorly covered areas are investigated and re-vaccination/sweeps are done
- Carried out a post-campaign analysis of data and share with the UPEC and supervisors

4. AFP Surveillance

- Supported community surveillance by ensuring mapping and inclusion of all formal and informal health care providers in the assigned area in the AFP surveillance network
- Participated in detailed epidemiological investigations as determined by the immediate supervisor
- Assisted in ensuring the inclusion of all high-risk/ underserved/ migrant population in the Surveillance network and all AFPs are reported from them.
- Supported timely submission of “Zero Report” from assigned Union Councils

5. Routine Immunization

- Supported the strengthening of routine immunization through participation in the development of micro plans for implementation of routine immunization
- Supported the UPEC in engaging and mobilizing communities Routine Immunization demand creation and building the trust of communities in vaccine uptake
- Identified zero dose and under-immunized children in the assigned UCs and refer them for immunization

Area Field Officer**June, 2017 to May, 2019****APEX Consulting Post Campaign Monitoring, KP-TD (Millinda and Bilgates Funded)****Responsibilities and Achievements:**

- Participated in PCM round training as well as Participated trainings conducted by the organization, Capacity building, data collection tools, qualitative and quantitative data collection methods etc.
- Ensured field plan of respective tehsil/Village, ensured to implement Field protocol
- Liaison with NGOs, LEAs, district administration and other stakeholders regarding program activities
- Reviewed and selected efficient and effective rout to the field area, lead the field team in the field
- Supervised and ensured quality data collection, ensured sampling methodology.
- Managed field work including expenses record, travel and logistics at field level.
- Participated in coordination meetings and shared progress reports with zonal manager on daily basis
- Provide qualitative feedback after each assignment, ensured campaign is conducted during scheduled time
- Supervised the enumerators in sampling techniques and conducting interview.
- Ensured questionnaires are filled properly / completely and uploaded the data on daily basis.
- Checked/Observed and report overall performance of the field staff

Young Professional Officer (Data Entry and Management)**May, 2016 to April, 2017****UNDP FATA Transition and Recovery Program****Responsibilities and Achievements:**

- Assisted PC and Program Administrator with ongoing maintenance of the Program database
- Assisted in data entry, Data validation data management and data analysis
- Identified problems with data quality and communicated issues with program staff and supervisors
- Assisted with regular data review and cleanup to maintain overall data integrity
- Assisted Grant Manager with ongoing program documentation and training
- Created routine statistical reports for regular grant reporting and special statistical reports for grant applications and program data summaries
- Assisted Grant Manager in the creation and maintenance of database documentation and instructions
- Shared responsibility for anti-racist, multi-cultural organizational perspective and the
- Participated in staff meetings, as appropriate and as schedule allows
- Participated in performance evaluations and annual program planning
- Data Management Assistant did not supervise any staff, but should be comfortable
- Re-directed staff in their performance as it relates to data quality.

Data Management Associate**September, 2014 to April, 2016****Coffey International Development (DFID Funded)****Responsibilities and Achievements:**

- Organized data collection based on guidance received from the M&E manager and in accordance with the project's results management plan
- Contributed to data quality and integrity by conducting remote spot-checks to verify data and investigate data anomalies
- Compiled relevant data on project indicators for contractual reports
- Translated weekly reports on conducted activities for review by the M&E manager
- Supported the collection of quantitative data for quarterly reports and donor requests for information
- Worked with field staff to ensure understanding of roles and responsibilities in data collection
- Develop and share databases and formats for reporting information
- Validated Kobo Toolbox data in preparation for report writing
- Participated in work planning sessions as needed

- Undertook other duties as assigned by the M&E manager to ensure effective implementation of project activities

Documentation and Data Entry Assistant **September, 2013 to April, 2014**
Prime Foundation Pakistan Mother and Child Care Project

Responsibilities and Achievements:

- Assisted in the preparation and maintenance of project related study files and documents.
- Assisted in the set-up and maintenance of project related study documentation and study files both electronic and hard copy versions as applicable.
- Ensured SOP and/or Study Specific Procedure (SSP) compliant document storage by accurately filing study related material. This may include Central File support for Data Management as necessary.
- Assisted with the coordination and completion of project related closeout activities as defined by program and/or Sponsor SOPs/SSPs. This may include tracking, returning and archiving study related documentation.
- Assisted the project team in support of data management activities.
- Supported the project team for Case Report Form/Query processing according to SSPs as appropriate. Accurately perform Quality Reviews and appropriately identify all issues as necessary.
- Accurately completed and submitted weekly project timesheets as directed by company policy.
- Performed other duties reasonably related to the position as directed by manager/designee.

SKILLS:

- Data Collection
- Relationship-building
- Communication
- Digital literacy
- Skill with assessment tools such as ODK and kobo Collect
- Proven data management and analysis skills
- Cultural awareness
- Working knowledge of Microsoft software applications, including Access and Excel.
- Working knowledge of statistical software, such as Epi Info, SPSS, or others
- Maintains integrity and takes a clear ethical approach and stance at all times.
- Teamwork
- Respecting and Promoting Individual and Cultural differences.
- Producing results