

MUHAMMAD ISHAQ | +923467868231; muhammadshaqwho@gmail.com

EDUCATION

- MASTER IN BANKING & FINANCE MBF-SARHAD UNIVERSITY GPA 2.48 2016
- INFORMATION TECHNOLOGY D.I.T-TECHNICAL BOARD 2012

Senior data analysis with +5 Years of data Analysis Experience in the World Health Organization's proven track record of analyzing vast volumes of data to gain file insights Tableau-Google Links-Google Forms

CERTIFICATION AND AWARDS

- Certificate for outstanding performance in hardly accessible areas of District Dera Ismail Khan in May 2023 by District health officer & deputy commissioner Dera Ismail Khan
- Certificate of participation 15 days each under the Knwendo kor awaz-e-Haq project

CAPACITY BUILDING ASSESSMENT

- 02 Day Capacity building training **Acasus Team**

MS Word

Add-ons

Password protection

Create a customized tab/ribbon for commonly used tools

Default setting

Indent settings

Compilation

Formatting/Format painter

Headings/Sub-headings

Page orientation (changing a single page layout in a report)

Referencing (Mendeley/in-built tools)

Create & manage links (external, internal)

Review settings

Insert/manage mark-ups

Create & manage watermarks

Access to Word

Add-ons for linking Word, Excel & ppt

MS Excel

Functions of Excel

Dashboard development

Dealing with multiple workbooks (include find in all workbooks)

Triangulation

VLOOKUP

Index match

for, while formulas

Count if

Date and time functions

Analyze data

Advance pivot tables

Fetching data in other data formats

Waterfall chart

Data Validation

Goal seeking

MS PPT

Master slide

Deck storyline

Action title

Recording audio on slides

Use of gridlines & guides

Chart design & formatting

TECHNICAL SKILLS

Analytical Tools: Tableau, Advance Excel, Power Query, Google Sheet, Google form

Software: IDMs Integrated Disease Information Management System

Program related: Strong Program Development Decision Maker Planning and Implementation of a Good Government Liaison Worker Under Stress

Communication & Interpersonal: Effective communicator, capacity to teach and guide, and good team leadership for any arrangements provided by the supervisor that are not data related to believe in the concept of one team and to collaborate well with all team members.

Data Collection

- Strong analytical skills and the ability to collect and analyze data from various sources
- Excellent communication skills and the ability to effectively present complex data visually.
- Experience in managing and organizing data.

Immunization program: Knowledge of health systems and immunization programs.

EXPERIENCE

World Health Organization (WHO)

Designation: District Data Support Person (DDSP) full-time job

Duration: Jan 2018 to up till now

KEY TASKS

- Data Collection and Data Analysis of Pre, Intra, and Post Campaign Phase
- Preparing the Morning report and sharing the summary on a daily basis in the Intra Campaign Phase.
- Facilitation in the training sessions conducted by WHO
- Close liaison with all the UC Team of WHO for collection of data and other tasks.
- Successfully conducted data analysis in the intra-campaign phase.
- Compilation of post-campaign reports and sharing the summary with DEOC.
- DDM Cards process of UC Level staff of DIKhan Division.
- Assessment of the activities in target villages.
- Reporting errors in the database to seniors on a daily basis for timely rectification
- Preparation and Maintenance of records in physical files.
- Preparing and sharing daily, weekly, and monthly progress reports PTP-STPs Coverage
- Preparation of documentation and maintenance of records
- **Working as an acting Program Data Assistant (PDA) Dera Ismail Khan World Health Organization**

COMPULSORY TASK END OF THE MONTH

- UCSP's DDMs Cards
- TUSP's DDMs Cards for Every SIA's
- PTP's DDM Cards
- RSP's DDM Cards

After collecting and validating DDM cards, sharing them with the immunization officer IO, and sending an email to the province

MONTHLY POL'S

- VEHICLE FUEL CONSUMPTION DETAILS
- MONTHLY RENTED VEHICLE ACKNOWLEDGEMENT
- COMMUNICATION BILL'S

AFP Surveillance

- Under the guidance of the Surveillance Officer or the IO (Immunization Officer), support the establishment of a community-based AFP Surveillance system in the assigned areas.
- Support the Surveillance Officer and IO (Immunization Officer) in ensuring timely stool/environmental sample collection and transportation as per the SOPs and guidance of the supervisor.
- Participate in detailed epidemiological investigations as determined by the immediate supervisor
- a. Ensure Timely submission of VPD Zero Report from assigned HFs. Also, visit the informal health care providers to support community surveillance in light of timely reporting of Vaccine-preventable diseases (AFP/Measles/NNT).
- Follow-up of the notified/reported VPD cases.
- Participate in detailed epidemiological investigations.

Other activities Monitor Campaign feedback

- Helped and monitored other EPI activities i.e
- Measles OBR Micro-planning, Implementation, and Monitoring.
- MR (Measles Rubella) SIA training
- MR Micro-planning and Validations (Desk & Field)
- MR SIA monitoring and supervision.

FIELD MONITORING

World Health Organization (WHO)

Designation: Temporary Teams Monitor (TTM)

Duration: 2013 to Jan 2018

KEY TASKS

- Responsibilities include assisting in pre-campaign micro-planning
- 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 the 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,
- monitoring and supporting EPI outreach sessions
- Collect and collate the data from the Team/Area/UC level.
- Analyzing the data daily and reporting the findings, action taken, and recommendations to UCMO and the district data team.
- Risk Profiling and Challenge Mapping

REFERENCES

DR. NABEEL LIYAQAT (DC) DISTRICT COORDINATOR (WHO)

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SIKANDAR ALI KHATAK (PDA) PROGRAM DATA ASSISTANT

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