Muhammad Ishaq **E-Mail**: muhammadishaqwho@gmail.com

**Performance DDSP (World Health Organization)**  **Mobile**: +923467868231

**Nationality**: Pakistani **Marital Status**: Marid **Address:** KPK-Dera Ismail Khan

**CNIC** 12103-1921169-3 **DOB** 19-11-1986

To be a competent Development sector with a focused approach in a Leading Organization and doing challenging Projects, from inception to completion, utilizing prior experience and demonstrated expertise in, Data Management and monitoring, and Quantity Surveying.

**PERSONAL AND PROFESSIONAL APPEAISAL**

* **MBF (Master in Banking & Finance)** SARHAD UNIVERSITYD.I. Khan **201 -2012**
* Have 7+ year of experience in the field of Data management, Monitoring & social support
* **D.I. T Diploma in IT Computer Course)** Peshawar Technical BoardPeshawar
* Having good communication and interpersonal skills
* Good organizational and motivational skills
* Excellent time management skills and can meet deadlines without compromising quality
* Pleasing and presentable appearance with strong character.

**KEY SKILLS**

* Financial and commercial acumen
* Organization and project management skills
* Good communication and negotiation
* Computer literacy & Ability to analyze
* Detailed legal and construction knowledge
* Confidence and assertiveness
* Good people skills. & Data management

**WORK HISTORY**

* Assessment the activities in target villages.
* Data collection of Beneficiaries cash for work.
* Identification of flood effected families.
* Distribution of cash in affected families
* Report writing
* Team Management
* ****Manage the flow of day-to-day operations.

**World Health Organization (WHO)**

Designation: District Data Support Person (DDSP)

Duration: Jan 2018 to up till now

**Data Base & Documentation Assistant**

* Entering and maintaining beneficiary profile
* Reporting errors in the database to seniors on daily basis for timely rectification.
* Preparation and Maintenance of records in physical files.
* Prepare and share daily, weekly and monthly progress report
* Maintenance of data base of field-based activities in line with reporting formats
* Preparation of documentation and maintenance of records
* Preparation of program presentation and updating on regular basis
* Work Plan preparation
* Attend coordination meetings and training

**Field Monitor**

**World Health Organization (WHO)**

Designation: District Data Support Person (DDSP)

Duration: Jan 2018 to up till now

* Conduct regular field visits as per travel plan with the expectation to spend around 90% of their time in the field.
* Coordinates conduct field monitoring of the implementing partners (different departments for which third-party is providing funds for projects).
* The Field Monitors will move in their earmarked geographic area. However, each of the field monitor can be asked to work in any district in the province.
* Field Monitor will follow the checklists prepared in coordination with third-party and will report back daily (or as agreed with third-party) to Monitoring & Reporting Officer and Provincial Field Coordinator with findings, as per the approved schedule of reporting and field visits.
* The field monitors will be deployed in the field in form of teams.
* Field Monitors to act in accordance with highest standards of ethics and code of conduct.
* Teams will document a case study, lesson learned or any good practice in their respective area (one for each month). All these documents will be shared in form of a comprehensive report every month

**DISTINCTION**

* 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**

**REFERENCES**

DR. NABEEL LIYAQAT **(DC) DISTRICT COORDINATOR (WHO)** SIKANDAR ALI KHATAK **(PDA) PROGRAM DATA ASSISTANT**

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