

**Muhammad Manan Saeed**

**Khoshal Town Street no 1 Kohat Road Peshawar.**

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**PERSONAL DATA:**

**(Father Name. Muhammad Saeed ) (Mobile number . 0333-9676560 , 0305-9807934 ) (Date of Birth 31 stMarch 1989)**

**(Nationality: Pakistani), (CNIC No =14101-3361479-9), (Marital status=single) (Domicile: Hangu (KPK)**

**EMPLOYMENT RECORD**

**(Over all 8 years of Experience)**

**Currently working as a Data Officer with Medecins du Monde(MdM) Peshawar.**

**(FromSept 2023 to till Date )**

* Develop Monitoring and Evaluation Plan for activities in program districts.
* Prepare, compile, and sort documents for data entry & transcribe source data into the required electronic format.
* Transfer information from paper formats into computer files using keyboards, data recorders, etc.
* Develop tools for field monitoring after review of project documents.
* Evaluate capacity building trainings (if required) and prepare training evaluation reports.
* Contribute in developing and maintaining

**Worked as a Data Analyst with Indus Hospital and Health Network (IHHN) Nowshera.(Short Term)**

**(From June 2023 to Aug 2023 )**

* Prepare, compile, and sort documents for data entry & transcribe source data into the required electronic format.
* Transfer information from paper formats into computer files using keyboards, data recorders, etc.
* Check source documents for accuracy before entry in the MIS and verify integrity of data by comparing it to source documents.
* Verify data and correct data where necessary following recommended data correction guidelines
* Maintain a filing system and protect confidential information..

**Worked as a Data Officer with Medicins do Monde (MdM) Peshawar.**

**(From Oct 2022 to May 2023).**

* Develop Monitoring and Evaluation Plan for activities in program districts.
* Develop tools for field monitoring after review of project documents.
* Evaluate capacity building trainings (if required) and prepare training evaluation reports.
* Contribute in developing and maintaining
* Any other tasks as assigned by the Supervisor/management. Key.

**Worked as a HMIS and Training Officer with Federation Handicap International Peshawar.**

**(From March 2022 to June 2022 )**

* Responsible for development of  data collecting tools for all health facilities including community component.
* Verify authenticity and accuracy of data reported from field.
* Support in designing and development of data models that integrate tool and reporting needs for HMIS.
* Ensure quality data collection and timely data entry of data collected from health facilities.
* Orient project staff on data collection and retrieval of HMIS.

**Worked as a HIS/NIS Officer with MERF at ECHO SHINE Project Orakzai.**

**(From Nov 2021 to Feb 2022)**

* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* Manage the administrative systems of the MIS Unit, including filing system.  
  To gather data and organize these into meaningful reports that will help management in making decisions.
* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* To help define and formulate policies.

**Worked as a HMIS Assistant with MERF Covid -19 Hospital Nishtar Abad Peshawar.**

**(From April 2021 to Oct 2021)**

* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* Manage the administrative systems of the MIS Unit, including filing system.  
  To gather data and organize these into meaningful reports that will help management in making decisions.
* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.

**Worked as a District MIS & Logistic Officer with Integrated Health Project KPK.**

**(From Sept 2020 To March 2021)**

* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* Manage the administrative systems of the MIS Unit, including filing system.  
  To gather data and organize these into meaningful reports that will help management in making decisions.
* To help ensure accuracy of reports provided to all levels of management.

**Worked as a Monitoring and Nutrition Information System Officer with PRIME Foundation. (PIPH)**

**(From Sept 2019 to Feb 2020.)**

* Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* Manage the administrative systems of the MIS Unit, including filing system.  
  Responsible for entering all contract information into the database, ensuring accuracy and creating vendor profiles.
* To help define and formulate policies.
* To help ensure accuracy of reports provided to all levels of management.

**Worked as a Data TTM with World Health Organization(WHO) – PEI.**

**(From May 2017 to June 2019.)**

**Job Duties.**

* Responsible for all data maintaining, supporting, management and proper compilation at Provincial level.
* Follow up all data with the Districts concerned staff and Arrange appointment, receive visitors, screen telephone calls, and respond to routine request for information.

**Worked as a Enforcement /Field Officer with United States Agency For International Development (USAID) in Peshawar .**

**(FROM Oct 2014 to Aug 2015).**

**Job Duties:**

* Conduct daily field inspections as per assigned schedule and Complete various forms and other documentation.
* Provide assistance to PESCOs staff in downloading/uploading meter route file.
* Assist the Project Manager in preparing other relevant reports.

**Worked as a Monitoring and Evaluation Officer with KherKheegaraTanzeem(KKT) Peshawar.**

**(From Jan 2014 to June 2014).**

**Job Duties:**

* Develop and strengthen monitoring, inspection and evaluation procedures.
* Monitor all project activities, expenditures and progress towards achieving the project output.
* Develop monitoring and impact indicator for the project success.

**Worked as a Team Leader in ZH Associates (Out Bound Call Center) Rawalpindi.**

**(From Sep 2008 to Sep 2010)**

**Job Duties**:

* Ultimately responsible for ensuring the team is consistently delivering working software to the standards the department expects whether this be within an iteration or through a continuous flow model so that we are consistently delivering value to Company.
* It is ultimately my responsibility that my team are adhering to the principles and practices we have committed to so that we are doing work efficiently and of the highest quality.
* Be available for employees that experience work and/or personal problems providing appropriate coaching, counseling, direction and resolution.

**ACADEMIC QUALIFICATION**

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| --- | --- | --- |
| Degree | Subjects | Board |
| B.S | Computer Science | Federal University of Science & Technology Islamabad |
| F.sc | Pre-Engineering | Board of Intermediate & Secondary Education Kohat. |
| Matric | Science | Board of Intermediate & Secondary Education Kohat. |
| Cisco | CCNA | Corvit Rawalpindi |

**Languages:**

English, Urdu, Pashto

**References:** References will be furnished on demand.