**MUHAMMAD SHAABAN**

**Program & Data Officer HIV Program,**

**Permanent: District Hyderabad House No.5/A Quasimabad Near Honda Plus**

**Address; Karachi House #2/3 Near Altamash institute Karachi**

**Email: Muhammadshaaban636@gmail.com**

**Skype: Muhammad.shaaban1999**

**Cell# 0345-2234163**

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**Cell: 0345-2234163**

Address: Address; Karachi House #2/3 Near Altamash institute Karachi

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| Experience | |
| **Designation**  **Organization**  **Department**  **Project**    **Designation**  **Organization**  **Department**  **Project**  Experience | **Program & Data Officer Indus Hospital in HIV Programme,**  **Responsibilities Data Management**   * **Database Management:** * Maintain and update databases or information systems used by the HIV program. * Collect, enter, and manage data related to HIV testing, treatment, care, and program outcomes. * Ensure that data is accurately recorded and updated in databases and information systems. **Data Quality Assurance:** * Implement and monitor data quality assurance procedures to ensure accuracy, completeness, and reliability of data. * Conduct regular data validation and verification to identify and rectify discrepancies or errors. **Monitoring and Evaluation:** * Support the monitoring and evaluation (M&E) activities of the HIV project by providing timely and accurate data. * Assist in the development and tracking of key performance indicators (KPIs) and program metrics. **Data Security and Confidentiality:** * Ensure the confidentiality and security of sensitive data related to HIV patients and program participants. * Implement data protection measures in compliance with relevant regulations and organizational policies. **Data Reporting and Dissemination:** * Ensure timely submission of data reports Programme Manager Disseminate findings through presentations, reports, and other communication **Compliance:** * Ensure adherence to data protection regulations and hospital policies. * Maintain accurate and up-to-date documentation of data management procedures. * **Coordination closely with the Programme Manager implementation of project activities.**   **SPSS Data Analysis Skills:**   * Proficient in performing data cleaning, manipulation, and transformation in SPSS. * Expertise in conducting statistical tests including descriptive statistics, correlations, regressions, and SPSS * Skilled in developing data visualizations, such as histograms, pie charts   **Data Manager Assistant.**  **Aga Khan University Hospital Karachi**  **University Hospital Karachi (Clinical Trial Unit) Karachi**  **Project: HCV (Hepatitis "C")**  **My Job Responsibilities**:   * Working on Redcap software, a web-based application developed by Vanderbilt University for capturing data for clinical research and creating a database. * Performing data collection and entry activities into the mission database, recording all relevant documents and demographic data on field activities, and ensuring data quality and reliability according to database protocols. * Maintaining confidentiality while producing appropriate and updated documents. * Entering epidemiological information into select database programs and generating appropriate reports for project development purposes. * Ensuring that all entered data has been authorized and that proper documentation has been received. * Ensuring accuracy and completeness of all data collected and entered databases. * Following up on quality control queries of the database, identifying data entry errors, and making corrections. * Reporting any anomalies in the database to the supervisor immediately. * Assisting in the compilation and preparation of regular reports and providing detailed information to medical and laboratory teams on a weekly and monthly basis, as per patient treatment requirements. * Data collected on various assessments and studies. * Establish databases and analytical templates for data entry, summary, and presentation. * Input the data from the various tools in the agreed-upon format. * Summarize the entered data in the form of à report. * Check and cleaning the entered data. * Printing of Beneficiaries receiving sheets and Tokens * Managing and Archiving Project Files * Analyze the data as per the requirement of the survey. * Elaborate statistics tables to sort and cross the data. * Back up all databases and project documents. * Manage both soft and hard data including tracking sheet, beneficiaries list, distribution list, receiving notes and all other necessary data. * Coordination closely with the Database Manager implementation of project activities. * To Make Reporting on Daily Basis * To Ensure Accuracy in recording data. * To Provide Daily Update report to Line Manager. * To and procedure are in place at all offices. * File the data collection tools and computer data. * Save the data entries regularly as well as the statistical results. * Backup all databases and project documents. * Manage both soft and hard data including tracking sheet, beneficiaries list, distribution list, receiving notes and all other necessary data. * **From Design, Access Database** * **Repot Design, Access Database** * **Query Design, Access Database** * **Access from, Access Database** * Crosstab/Append & Daily Updated Attendance or Payment Database Access. * To entry date & compile data on daily basis. * To keep record in hard copies in designed formats of all activities. * To Prepare analytical report on daily, weekly, monthly & quarterly basis * To maintain documentation files of the activities with relevant tags. * To collect work plans & activity reports of all staff. * To handle beneficiary’s/stakeholders complaints and timely share with * Good computer skills: word, excel, PowerPoint and MS. ACCESS database. * Good analytical and problem-solving skills. * Good understanding of identify data errors, cleaning, coding, and analysis of data by using MS. ACCESS * Experience of establishing and managing PMIS (Performance Management Information System) * Provide time to time training to database management assistants for using MS access database at program bases under different projects. * Collect weekly, monthly beneficiaries’ databases from all basis and consolidate into report format as per donor or organization requirements. * Data Cleaning and Data consolidation by ensuring quality data processing and identifying and addressing issues with data collected. * Update and optimize database according to project need, establish dash * Extract data/report from database in understandable formats as per project /departments needs. * Manage database in MS ACCESS and MS EXCEL. * Provide support to program bases for printing verification sheets, |
| **Designation**  **Organization**  **Department**  Action Against Hunger - Current Openings**Project** | **Information management (IM) Associate**  **Action Against Hunger ACF**   * To develop distribution sheets for program teams. * To ensure regular gathering of data collected by AME Monitors and of distribution sheets. * To Ensure Accuracy in recording data and timely entry of data into the database. * To ensure proper filing of information on hard form. * To Provide Daily Update report to Line Manager. * To Prepare analytical report on daily, weekly, monthly & quarterly basis. * To maintain documentation files of the activities with relevant tags. * To edit data and coding, clean data sorting, valuation remove duplication and give analytical report against data status. * Will represent field staff and closely work together with MoH and Camp management staff.   Will participate in the preparation of daily, weekly & monthly/quarterly reports. |
| **Designation**  **Organization**  **Department**  **Project** | **MIS Assistant**  **Médecins Sans Frontiers (MSF) Karachi**  **My job Key responsibilities**   * **data collection and entry activities into the mission database recording all relevant Document and demographic data on the Field Activity and ensuring data quality/reliability, according to Database protocols and maintaining confidentiality while producing the appropriate, updated documents.** * **Performing data entry of all epidemiological information into select databases program and creating appropriate reports, providing data for project development purposes.** * **Ensuring that all data entered has been authorized and that appropriate documentation has been received.** * **Ensuring all data collected and entered to databases is consistently accurate and complete. Being responsible for ensuring that quality control queries of the database are followed up, ensuring identification of data entry errors and corrections. Immediately reporting to the supervisor, any anomalies in the database** * **Assisting in the compilation and preparation of regular reports and providing detailed information to medical and laboratory teams (weekly, monthly, according to patient treatment require** * **Act as a focal point for all tasks related to data management System.** * **Contribute to development and maintenance of database when and where required.** * **Ensure availability of data collection and reporting tools including, Registers, pads, reporting formats, form etc.** * **Ensure timely submission of daily/weekly/monthly/quarter to the district, provincial and country office.** * **Manage and oversee the data collection practices and ensure quality of data at all levels.** * **Collate, Analyze, and interpret data generated on regular basis and sharing the findings with decision maker.** * **Analyzes daily/weekly/monthly data and produces high quality narrative reports with graphical and statistical presentation.** * **Provide technical support to the data management staff including Service delivery staff, field team and other staff involved in data management.** * **Will ensure, data management staff receive adequate training, mentoring, and coaching.** * **Give daily/weekly/monthly feedback on quality of data to the relevant service providers and other staff involved in data management.** * **Technically review project data quality, project monitoring reports, and ensure periodic data validation.** * **Liaise with data management staff including service providers to timely collect data needed for daily, weekly, monthly, quarterly/annually reports.** * **Archive the data collected.** * **Protect security of data and ensure confidentiality are maintained.** * **Undertake any other task assigned by the line manager.** |
| **Designation**  **Organization**  **Department**  **Project** | **NIS Assistant**  ***Women Empowerment Pakistan***  **My job Key responsibilities**  ***Development of Information Collection Mechanisms.***   * To develop distribution sheets for program teams. * To ensure regular gathering of data collected by AME Monitors and of distribution sheets. * To ensure accurate and timely entry of data into the database. * To ensure proper filing of data. * To receive and log field hard data. * To Screen and tag of data. * To edit data and coding * To enter data (if any) * To clean data * Will represent field staff and closely work together with MoH and Camp management staff. * Will participate in the preparation of daily, weekly & monthly/quarterly reports. * Efficient in content development i.e., case studies * s, success stories e |
| **Designation**  **Organization**  **Department**  **A picture containing icon  Description automatically generatedProject** | ***MIS Assistant***  ***Sindh Rural Support Organization***  **National Poverty Graduation Programme NPGP**  **My Job Key Responsibilities**   * To Record Household Beneficiary Assessment Data in Computer Database * To Make Reporting on Daily Basis * To Ensure Accuracy in recording data. * To Provide Daily Update report to Line Manager. * To and procedure are in place at all offices. * To entry date & compile data on daily basis. * To keep record in hard copies in designed formats of all activities. * To Prepare analytical report on daily, weekly, monthly & quarterly basis. To maintain documentation files of the activities with relevant tags. * Skills * Creative Report Writing & designing. * Data handling and reporting formats development. * Expertise in computing & internet operations, Sindhi, Urdu composing |
| **Designation**  **Organization**  **Department** | ***MIS Assistant***  ***(Hands Office*** *Ghotki)* **My Job Key Responsibilities**   * To Record Household Beneficiary Assessment Data in Computer Database * To Make Reporting on Daily Basis * To Ensure Accuracy in recording data. * To Provide Daily Update report to Line Manager. * To and procedure are in place at all offices. * To entry date & compile data on daily basis. * To keep record in hard copies in designed formats of all activities. * To Prepare analytical report on daily, weekly, monthly & quarterly basis. * To maintain documentation files of the activities with relevant tags. * Transfer data from paper formats into database systems. * Type in data provided directly from patients. * Create and manage spreadsheets with large numbers of figures. * Verify data by comparing it to source documents. * Update existing data. * Produce reports. * Retrieve data as requested. * Perform regular backups to ensure data preservation. * Sort, organize and store paperwork after entering data. |
| * Skills   **Computer Skills:**  **Education**  **Organization** | * Strong typing speed and knowledge of data entry software. * Excellent communication skills, both verbal and written. * Ability to maintain hard records accurately and efficiently. * Strong organizational skills with attention to detail. * Ability to work collaboratively in a team environment. * Familiarity with database management principles is desirable. * Previous experience in Data Managements roles is an asset.   **Data Analysis**  Excellent  **Data Cleaning**  Excellent  **Data Validation**  Excellent  **Pivot Table**  Excellent  **Pivot charts.**  Excellent  **Mail Merge**  Excellent   |  |  |  |  | | --- | --- | --- | --- | | **Qualification** | **Passing Year** | **Grade** | **From** | | * Matriculation | 2014 | “B” | B.I.S.E. Larkana | | * Intermediate | 2016 | “C” | B.I.S.E. Larkana | | * BSC | 2018 | 2nd | S.A.L.U. Khairpur |  * Designing Data entry form in Access * MS-Office (MS Word, Excel, Access, PowerPoint, IN page) etc. * Data Collection Tools (Red Cap, Kobo Box ODK) * Online OneDrive google sheet.  |  |  |  |  | | --- | --- | --- | --- | | Name Of Organization | Project | From | To | | Sindh Rural Support Organization | NPGP | 1-1-2019 | 31-12-2019 | | Women Empowerment Pakistan | Malnutrition | 1-1-2020 | 31-12-2020 | | Médecins Sans Frontiers Karachi | Health COVID-19 | 1-9-2021 | 31-12-2021 | | The Aga Khan University Karachi | Health HCV | 1-1-2022 | 31-07-2024 | | The Indus Hospital & Health Network | Health HIV Program | 01-08-2024 | Still continue | |
| PERSONAL DETAILS | Fathers Name : **Umed Ali**  NIC# : **43304-2284865-7**  Date of Birth : 0**5-01-1999**  Marital Status : **Unmarried**  Domicile : **Shikarpur Sindh** |
| **REFERENCES:** | Noor Saba  Research Specialist,  **Email:** [**noor.saba@aku.edu**](mailto:noor.saba@aku.edu)  **Contact + 92 3337017673**  **Aga Khan University Hospital Karachi Base**  **Raja Zahoor Khan**  **Deputy Field Coordinator,**  **Email;** [**Zahoor2008@gmail.com**](mailto:Zahoor2008@gmail.com)  **Contact +92 302 8545345**  **MSF Belgium Department Karachi**  **Zahid Hussain Abro**  **District Project Manager,**  **Email;** [**bharchoond@hotmail.com**](mailto:bharchoond@hotmail.com)  **Contact + 923473944817**  **Women Empowerment Pakistan District Mirpurkhas Sindh  Syed Jinsar Ali Shah HIV Program Manager Email;** [**jinsar.ali@tih.org.pk**](mailto:jinsar.ali@tih.org.pk) **Contact +923009287186**  **Indus Hospital & Health Network Karachi Sindh Pakistan** |