



MUHAMMAD SHUJAHAT JAN

DATA ANALYST

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Ishrat Cinema
Chowh, Gulbahar#4, Shah
Street, Peshawar

EDUCATION

- 2018 - 2021
ABAYSN UNIVERSITY
- Master of Computer Science
- 2010 - 2014
UNIVERSITY OF PESHAWAR
- Bachelor of Computer Science
- 2008 - 2010
GOVERNMENT COLLEGE
PESHAWAR
- HSSC
- 2006 - 2008
PESHAWAR MODEL SCHOOL
- SSC

SKILLS

- MS Office
- Google Data Studio
- Power Bi
- Tableau
- ArcGIS/QGIS Mapping
- Networking
- Operating System

LANGUAGES

- Urdu (Fluent)
- Hindi (Fluent)
- English (Intermediate)
- Pashto (Basic)

PROFILE

Experienced Data Assistant with a robust background in data management, analysis, & reporting within the public health sector. Demonstrated expertise in developing procedural documentation, ensuring timely & accurate data submission & generating comprehensive campaign reports. Proficient in MS Office, Google Data Studio, Power BI, Tableau Mapping, and ArcGIS Mapping. Proven ability to provide field-based orientation and maintain high standards of data quality and confidentiality. Career goal includes leveraging analytical skills to drive impactful data-driven decisions in health initiatives.

WORK EXPERIENCE

- Data Assistant**
(CHIP Training & Consulting Pvt Ltd) June, 2024 - Present
Location: Lakki Marwat
- 1. Provide overall support on management, maintenance and review of the current data flow and information systems in NON CBV implementing district. Develop procedural documentation to support efficient, high quality data collection from the field.
- 2. Develop and maintain mechanisms for timely and accurate submission of data from UC staff of campaign data to DEOC.
- 3. Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools).
- 4. Provide field-based orientation to NON CBV/SMT field staff about reporting formats, data flow and recording systems and NON CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.
- 5. Analyze data, prepare campaign analytical reports in time, and share with DEOC & WHO.
- Data Assistant**
(CHIP Training & Consulting Pvt Ltd) July, 2023 - June, 2024
Location: Peshawar
- Provide overall support on management and review of the current data flow and information systems in CBV implementing district.
- Develop and maintain mechanisms for timely and accurate submission of data from UC and Area level staff of campaign data to DPCR & IDIMS.
- Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools).
- Provide field-based orientation to UCOOs and CBV/SMT field staff about reporting formats, data flow and recording systems and CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.

DIPLOMA

2017 - 2018

GOVERNMENT COLLEGE OF
MANAGEMENT SCIENCE, KPBTE
BOARD
• D.I.T

CERTIFICATES

- CCNA
- CCNP
- MCSE (2012)
- Prevention of sexual exploitation and abuse (PSEA) by UNICEF & WHO
- Prevention of sexual exploitation and abuse (PSEA) Multilanguage (2021)
- UN BSAFE (Multilingual 2022)
- United to Respect: Preventing sexual harassment and
- other prohibited conduct

REFERENCE

Dr.Kifayat

NSTOP PEI, Pesahwar

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Dr.Nayar Jamal

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Dr.Yousaf

NSTOP PEI, Lakki Marwat

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Email : yousaf100us@gmail.com

Dr Saif Ullah Khan

Area Coordinator, Lakki Marwat

Phone: 0333-9235645

Email : skhan@who.int

Spot check missed children logbook, communication / CE data and child registration logbook of the assigned district and union councils.

- Analyze data, prepare campaign analytical reports in time, and share with DEOC & UNICEF/WHO.
- Maintain social profile data of polio cases reported.
- Undertake duties as assigned by the respective supervisors.

• Tehsil Data Usage & Risk Assessment Officer

(PROFESSIONAL EMPLOYERS Pvt Ltd)

April, 2021 - June, 2023

Location: Peshawar

- Provide overall support on management, maintenance and review of the current data flow and information systems in NON CBV implementing district. Develop procedural documentation to support efficient, high quality data collection from the field.
- Develop and maintain mechanisms for timely and accurate submission of data from UC staff of campaign data to DEOC & IDIMS.
- Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools).
- Provide field-based orientation to NON CBV/SMT field staff about reporting formats, data flow and recording systems and NON CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.
- Analyze data, prepare campaign analytical reports in time, and share with DEOC & WHO.

• Tehsil Data Usage & Risk Assessment Officer

(CHIP Training & Consulting Pvt Ltd)

Nov, 2017 - March, 2021

Location: Peshawar

- Develop procedural documentation to support efficient, high quality data collection from the field.
- Develop and maintain mechanisms for timely and accurate submission of data from UC and Area level staff of campaign data to Data Support Centre (DSC) and DPCR, IDIMS.
- Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools).
- Coordinate with DSC to ensure all data is received from the field on time. Prepare comparative analysis of vaccination coverage, missed children and other trend analysis. Generate daily coverage and monitor feedback reports during the campaign cycle & shared with UC Staff & District Monitors.
- Ensure the DSC and IDIMS datasets are aligned. Compilation forms to be signed off by the incumbent of the assigned union councils prior to sharing it with DSC and DEOC.

• Data Verification Associate

(Micro Merger IT Solution Pvt)

Sep, 2015 - Nov, 2017

Location: Peshawar

- Ensure in-time arrival in DSC and mark attendance and leave office by informing leads.
- Ensure professionalism while working in office premises and do not create any type of disturbance for other colleagues.
- Ensure the quality and accuracy of data entered in MCTDB.
- Maintain the logbook in excel of their daily work.
- Follow the instructions given by DC/Team Lead for data verification and try to finish daily assigned work before leaving.
- Manage the computer set provided for data entry and ensure that no intentional damage to hardware or software is incurred while using it.

- Sometimes they randomly have to verify that the data entered by other DEOs are correct and that in terms of spellings, number of fields or coding and all other aspects of data entry, no mistake has been done.
- Identify all mistakes, communicate to the DC as well as relevant DEO and keep a check so that such mistakes are not repeated.
- Ensure that numbers of tally sheets in MCTDB are the same as per daily district report was given by DC of districts.
- Any Other task assigned by District Coordinators related to data compilation to distribute the workload.

- **Interne**

Commтел Software House (KPIT, Board)
Location:Peshawar

Apr,2015 - Sep,2015

- Commтел offers its valuable customers a complete set of services to ensure successful enterprise implementations, timely deployment and on-going product support and maintenance.
- Make different project in GNS, Packet Tracer.
- Practically work in Allied bank and MCB to maintain Video Conference Call
- Ensure professionalism while working in office premises and do not create any type of disturbance for other colleagues.
- Follow the instructions given by Supervisor.
- Inform Office In-charge and Supervisor for leaves and get approval.

- **Enumerator**

(CHIP Training & Consulting Pvt Ltd)
Location:Peshawar

July,2015 - Aug,2015

- Ensure professionalism while working in office premises and do not create any type of disturbance for other colleagues.
- Collecting CV's form field
- Visits different Areas for collecting CV's.
- Calling to select Employees for interviews & conduct interviews and maintain interviews list & conduct Training.
- Maintain Contract of Selected Employees.
- Maintain the Logbook in excel of their daily work.
- Follow the instructions given by DC/Team Lead for collecting data and try to finish daily assigned work before leaving.
- Manage the computer set provided for data entry and ensure that no intentional damage to hardware or software is incurred while using it.

- **Data Team Lead**

(CHIP Training & Consulting Pvt Ltd)
Location:Peshawar

Mar,2025 - June,2015

- Ensure in time arrival in DSC and mark attendance and leave office by informing leads.
- Ensure the quality and accuracy of data entered in MCTDB.
- Maintain the Logbook in excel of their daily work.
- Follow the instructions given by DC/Team Lead for entering data and try to finish daily assigned work before leaving.
- Manage the computer set provided for data entry and ensure that no intentional damage to hardware or software is incurred while using it.
- Inform Office In-charge and DC for leaves and get approval.
- Ensure that numbers of Tally Sheets in MCTDB are the same as per daily district report given by DC of districts.