MUHAMMAD SHUJAHAT JAN

As a professional data analyst with 8 years of experience in data analysis, my expertise lies in data management, including data collection, cleaning, integration, and analysis. I am proficient in using various tools and software such as MS Office, MS Excel, Google Sheets, and Google Data Studio to extract insights and provide data-driven solutions to complex business problems.

I have a keen eye for detail and have developed excellent analytical skills throughout my career. I am well-versed in data visualization techniques and can effectively present data in a visually appealing and easy-to-understand manner. My strong communication skills allow me to collaborate effectively with cross-functional teams and stakeholders to ensure the accuracy and integrity of data.

Overall, I am a dedicated and results-driven data analyst who is committed to delivering high-quality data management solutions to drive business growth and success.

📞 03331952194, 03149737901

✉ shujahatjan89@gmail.com
shujahatjan89@hotmail.com

🏠 Ishrat Cinema Chowk, Gulbahar#4
Shah Street, House#649/E-1

Peshawar, City

ChiP
TRAINING &
CONSULTING

WORK EXPERIENCE

CHIP Training & Consulting Pvt Ltd
Project: Polio Eradication Program (WHO Funded Project)
Location: Peshawar
Designation: Data Assistant (DA)
Tenure: July-2023 – Present

<u>Responsibilities:</u>

- Provide overall support on management, maintenance and review of the current data flow and information systems in 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 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.
- 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.
- Analyze UC data on agreed indicators and share the report with relevant UCPOs and ASs.
- Support DEOC and UNICEF in gathering of the specific data, compilation, analysis, and onward sharing. Generate reports on CE / Communication activities in close coordination with UCO

PERSONAL INFORMATIONAL

Father Name:
Hafiz Muhammad Yousaf Jan

Date of Birth:
24-September-1991

Domicile:
KPK, Peshawar

Nationality:
Pakistani

NIC #
17301-2938162-1

Communications and Communication Support Officers (seconded at DEOC/DPCR).
- Coordinate with Data Support Centre, CBV/SMT and COMNet Staff, D& PEOC Information Management Focal Persons of D&PEOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available.
- 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.
- Analyze data, prepare campaign analytical reports in time, and share with DEOC/DPCR and UNICEF.
- Spot check missed children logbook, communication / CE data and child registration logbook of the assigned district and union councils.
- Maintain social profile data of polio cases reported.
- Undertake duties as assigned by the respective supervisors.

PROFESSIONAL EMPLOYERS PVT LTD

Project: Polio Eradication Program (UNICEF Funded Project)
Location: Peshawar
Designation: Tehsil Data Usage and Risk Assessment Officer (TDURAO)
Tenure: April, 2021 – June-2023

Responsibilities:

- Provide overall support on management, maintenance and review of the current data flow and information systems in 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 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.
- 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.
- Analyze UC data on agreed indicators and share the report with relevant UCPOs and ASs.
- Support DEOC and UNICEF in gathering of the specific data, compilation, analysis, and onward sharing. Generate reports on CE / Communication activities in close coordination with UCO Communications and Communication Support Officers (seconded at DEOC/DPCR).
- Coordinate with Data Support Centre, CBV/SMT and COMNet Staff, D& PEOC Information Management Focal Persons of D&PEOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available.
- 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.

EDUCATION

Master of Computer Science (MCS)
form Abasyen University

Bachelor of Computer Science (BCS)
from Peshawar University *2014*

High Secondary Certificate from
Government College Peshawar
(BISEP) *2010*

Secondary School Certificate from
Peshawar Model School (BISEP)
2008

TECHNICAL QUALIFICATION

One-year Diploma I.T
from
Government College of Management Science,
KPBTE

- Analyze data, prepare campaign analytical reports in time, and share with DEOC/DPCR and UNICEF.
- Spot check missed children logbook, communication / CE data and child registration logbook of the assigned district and union councils.
- Maintain social profile data of polio cases reported.
- Undertake duties as assigned by the respective supervisors.

CHIP Training & Consulting Pvt Ltd

Project: Polio Eradication Program (UNICEF Funded Project)
Location: Peshawar
Designation: Tehsil Data Usage and Risk Assessment Officer (TDURAO)
Tenure: Nov, 2017 – Mar, 2021

Responsibilities:

- Provide overall support on management, maintenance and review of the current data flow and information systems in 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 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 monitoring feedback reports during the campaign cycle.
- Provide field-based orientation to UCPOs 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.
- Analyze UC data on agreed indicators and share the report with relevant UCPOs and ASs.
- Support DEOC and UNICEF in gathering of the specific data, compilation, analysis, and onward sharing. Generate reports on CE / Communication activities in close coordination with UCO Communications and Communication Support Officers (seconded at DEOC/DPCR).
- Coordinate with Data Support Centre, CBV/SMT and COMNet Staff, D& PEOC Information Management Focal Persons of D&PEOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available.
- 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/DPCR
- Analyze data, prepare campaign analytical reports in time, and share with DEOC/DPCR and UNICEF.
- Spot check missed children logbook, communication / CE data and child registration logbook of the assigned district and union councils.
- Maintain social profile data of polio cases reported.
- Undertake duties as assigned by the respective supervisors.

Data Support Center (Micro merger IT Solution Pvt Ltd)

Project: Polio Eradication Program (UNICEF Funded Project)
Location: Peshawar
Designation: Data Verification Associate (DVA)
Tenure: Sep, 2015 – Nov,2017

Responsibilities:

- 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.
- Inform Office In-charge and DC for leaves and get approval.
- 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.

(CHIP Training & Consulting Pvt Ltd)

Project: Polio Eradication Program (UNICEF Funded Project)
Location: Peshawar
Designation: Enumerator
Tenure: July, 2015 – Aug,2015

Responsibilities:

- Ensure professionalism while working in office premises and do not create any type of disturbance for other colleagues.
- Collecting CV's.
- 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 Support Center (CHIP Training & Consulting Pvt Ltd)

Project: Polio Eradication Program (UNICEF Funded Project)
Location: Peshawar
Designation: Team Leader
Tenure: March 2015 – June,2015

<u>**Responsibilities:**</u>

- 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 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.

Commtel Software House (KPIT, Board)

Project: Networking
Location: Peshawar
Designation: Interne
Tenure: April 2015 – Sep,2015

<u>**Responsibilities:**</u>

- Ensure in time arrival in office and leave office by informing leads.
- Commtel 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.

Network System & Information Technology (NSIT)

Project: Networking
Location: Peshawar
Designation: Interne
Tenure: April 2014 – Sep,2014

<u>**Responsibilities:**</u>

- Ensure in time arrival in office and leave office by informing leads.
- 6 Months internship in NSIT as Cisco Administrator (MCSE 2008).
- Network administrators, on the other hand, focus on how computer networks, like local area networks (LANs), wide area networks (WANs) and intranets, are organized.
- This can involve installing and maintaining network systems, including their hardware and software components, as well as providing technical support to network users.
- In either of these careers, you may also train other employees to use the company's computer systems and troubleshoot to fix any problems that occur.
- 6 Months internship in NSIT as Cisco Network (CCNA).

- As a CCNA, you may install, configure, and maintain networking equipment, such as routers and switches.
- Network security responsibilities are also common and include setting up access control lists for firewalls and monitoring intrusion detection systems for potential security breaches.
- Practically work on Cisco Routers and Switches.
- Follow the instructions given by Supervisor.
- Inform Office In-charge and Supervisor for leaves and get approval.