**Curriculum Vitae**

**Mumtaz Khan**  
**Postal Address: *Bagh Wali Gali street # 5, Near Masjid Amra,D.I.khan KPK*Phone: *0341-4431155,03357635634*E-mail: *mumtazdso1@gmail.com***

*Objective and Ambitions  
 I want to achieve a respectable professional position in the society and in my own region through knowledge, hard work, efficiency, skills and service.*

*Professional strengths*

* *Good knowledge of Desktop/Web Development, Database Techniques, Networking, Operating System and Data Structures.*
* *Possess good management and organizational skills.*
* *Ability to work in a team and independently.*
* *Good motivated, enthusiastic and open to learn new ideas.*
* *Sound knowledge of recognizing and analyzing problems.*
* *Ability to handle multiple tasks.*
* *Possess excellent verbal and written communication skills.*
* *Quick learner.*

*Operating systems, Tools & Applications*

*Windows, MySQL, Dreamweaver, MS-Office, Photoshop,*

*Personal Information*

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| --- | --- |
| *Father’s Name:* | *Rehman Gul* |
| *Date of Birth:* | *20-06-1990* |
| *CNIC #:* | *21708-1156419-1* |
| *Marital Status:* | *Single* |
| *Religion:* | *Islam* |
| *Nationality:*  *Domicile* | *Pakistani*  *Dabkot Wana South Waziristan Lower* |
| *Present Address:* | *Gali Bagh Wali, Left Block,Street # 5, Near Masjid Amra,D.I.khan.* |
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*Qualification*

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| --- | --- | --- | --- | --- | --- |
| Exam | Marks | % age | Division | Session | Board/University |
| S.S.C | 658/1050 | 62% | 1st | 2006 | B.I.S.E Bannu |
| FSC | 699/1100 | 63% | 1st | 2009 | B.I.S.E D.I.Khan |
| BCS(Hons) | 3486/4400 | 79% | 1st | 2014 | Qurtuba UniversityD.I.Khan |

Computer Courses

* *Bachelor in Computer Science 4 years, Studied more than 45 computer subjects.*
* *Diploma in Information Technology (DIT) 1 year.*
* *MS Office 3 Months.*
* *Peach Tree,Quick Book,Tally*

Professional Experience:

***1 Data Focal Person (DFP)***

***03 March 2020 to 29 Nov 2022.***

***LOCATION: DHO Office Tank Kpk***

* *Work as Data Focal Person at* ***DEOC District Emergency Operation Center.***
* *Compile and Update Weekly* ***Zero report*** *on weekly basis.Like* ***AFP, Measle, NNT,ILI,SARI.***
* *Prepare* ***Activity Time line*** *for the upcoming Polio Campaign*
* *Prepare* ***Different Training Plan like DEOC Master Trainer, DPMTs, UCOs, UCPOs, UCSPs UCMOs, AICs Teams*** *for the upcoming Polio Campaign.*
* *Compile Training Attendance on daily basis and share with* ***PDA PEOC*** *and update on* ***IDIMS****.*
* *Compile all the* ***training attendance, UPEC Meeting Minutes, Field 7 Desk validation*** *in hard form.*
* *Maintain and update Online Software IDIMS,Zero report,IPMS,Corona related software.*
* *Draft Letters on behalf of DHO and DC Tank.*
* *Update* ***pre, intra,and post campaign data in IDIMS****.*

***1 Computer Operator (CO)***

***01 September 2019 till date.***

***LOCATION: DHO Office Tank Kpk***

* *Work as Data Focal Person with* ***IDSRS (Integrated Disease Surveillance & Response System).***
* *Fetch and Update Weekly IDSRS Integrated Disease report on weekly basis.Like*
* ***Malaria****,AIDS,TB,AFP,Leishmania,Measle,Seasonial Influenza, Water and Bloody Diarhe,Phenmonia,Dog Bite,* *Typhoid,Scabies,* *Neo-Natal Tetanus 43 Communicable Disease etc*
* *Maintain Online software DHIS 2 on daily and weekly basis.*
* *Compile report on* ***Dengue,****Leishmania and share with DG Health Office Peshawar.*
* *Maintain daily all communicabe disease report during flood.*
* *Maintain and update Online Software IDIMS,Zero report,IPMS,Corona related*
* *Draft Letters on behalf of DHO and DC Tank.*
* *Update IPMS on daily Basis during IPMS.*
* *Update pre, intra,and post campaign data in IDIMS.*
* *View Dashboards and generate Daily situation report for Commissioner DC,ADC,and AC during noval Corona Virus.*

***1 Data Entry Operator (DEO)***

***01 January 2013 to 01 February 2015***

***LOCATION : DIKHAN KPK***

*SKB Engineering & Construction Company.*

* *Maintain daily attendance of field staff*
* *Strong coordination & dedication for collection/gathering of raw data from concern staff*
* *Compile, verify accuracy and sort information according to staff data for database entry*
* *Input /update required data in the system with in time and without any delay.*

***2 Data Support Officer (DSO) :***

***13 January 2017 to 30 November 2019.***

***LOCATION: FATA. Wana South Waziristan (PROJECT OF CBV-UNICEF)***

* *Monitor and follow-up with UC staff on regular data upload on polio info database.*
* *Collect daily staff attendance SMS and generate monthly attendance report for the assigned district.*
* *Maintaining Online Health Software ( Polio information Management System)*
* *Follow-up with UC staff for submission of data for reports.*
* *Have access to PCR and polio info datasets for COMNet and CCPV planning.*
* *Area level as well as UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.*
* *Collect and analyses campaign data, monitor feedback from USs and generate report.*
* *Supportive supervision to field staff.*
* *Analyse data of dashboard indicators with UC wise feedback to the USs and ASs.*
* *Maintain close liaison with DPCR data operator for data flow.*
* *Generate and share extended catchup coverage report from DSC dataset with the concerned.*

Collection of data for campaign planning from UC level for onward submission.

* Spot check missed children logbook and child registration logbook of the assigned district

**TRAININGS COMPLETED**

* *03 Days training at Saidu Medical College for on* ***Communicable diseases****.*
* *01Days training at PC Hotel Peshawar on* ***Measle Rubella***
* *03-Day induction Training at Shelton green hotel Peshawar on* ***online Polio software.***
* *01-Day Administration Training at Shelton green hotel Peshawar.*
* *03-Day Training on data related Issues in EOC fata Sectariate at Peshawar.*
* *01-Day Training on IDIMS at Shelton green hotel Peshawar.*
* *03-Day induction Training at hotel Peshawar*
* *01 Day refresher Training at VIP Guest House Peshawar.*
* *01 Day refresher Training at Shelton Green Hotel University Peshawar*

*Languages*

|  |  |  |  |
| --- | --- | --- | --- |
| LANGUAGE | READING | WRITING | SPEAKING |
| ENGLISH | Excellent | Excellent | Excellent |
| URDU | Excellent | Excellent | Excellent |
| PASHTO | Excellent | Excellent | Excellent |
| SARAIKI | Excellent | Excellent | Excellent |

REFERENCE  
**Available on demand**