Curriculum Vitae

Mumtaz Khan

Postal Address: *Bagh Wali Gali street # 5, Near Masjid Amra,D.I.khan KPK*
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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

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

Qualification

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 & Desk validation** in hard form.*
- ***Perform Desk validation** of Uc Level **Microplan**.*
- *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 of the assigned district.
- Maintaining Online Health Software (Polio info),IDIMS etc.
- 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**.*
- *01-Days training at PC Hotel Peshawar on **Measle Rubella.***
- *03-Days induction Training at Shelton green hotel Peshawar on **online Polio software.***
- *01-Day Administration Training at Shelton green hotel Peshawar.*
- *03-Days Training on data related Issues in **EOC fata** Sectariate at Peshawar.*
- *01-Day Training on IDIMS at Shelton green hotel Peshawar.*
- *03-Days induction Training at hotel Peshawar*
- *01 Day refresher Training at VIP Guest House Peshawar.*
- *01 Day refresher Training at Shelton Green Hotel University Peshawa.*
- *02 Days Training on Data Reporting Tools on **DHIS-2 Software** at Hotel 1 Hotel Abattaboad.*
- *03 Days Training on Communicable Diseases at Hotel 1 Hotel Abattaboad.*
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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