Noman Khan – Curriculum Vitae

CONTACT INFORMATION:

Name:	Noman Khan
Nationality:	Pakistani
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Education:	Bachelor of Science, Computer Engineering.

PROFESSIONAL SUMMARY:

Noman Khan is an experienced and highly skilled Information Technology and Information Management System professional, possessing a comprehensive knowledge of providing technical support, streamlining processes, and developing innovative solutions. He is adept at data management and has an impressive history of delivering timely and precise weekly and monthly reports.

In his professional career, Noman has been responsible for a wide range of duties, like inspecting, studying, and resolving network architecture issues, configuring routers and switches, and providing technical assistance to customers. His eagerness and enthusiasm to take on new responsibilities make him an asset to any organization. He is a passionate learner, constantly striving to stay abreast of emerging technologies, and is passionate about applying his skills to further the objectives of his team.

Noman is a dependable and dedicated professional, with a strong sense of commitment and dedication to excellence. He is an invaluable asset to any organization, and his readiness to accept new challenges and responsibilities will no doubt bring great success.

Experience Summary with Different Organizations:

	Working Experience with Different Organizations	Period
1	Management Information System Officer (MIS), International Rescue Committee (IRC) Pakistan Quetta	Sep 2022 -Present
2	Data Analyst & IT Officer, Balochistan Education Foundation	Nov 2021 to Aug 2022
3	Project Officer, CHIP Training & Consulting Private Limited (CTC)	Aug 2021 to Nov 2021
4	Project Associate/Analyst, CHIP Training & Consulting Private Limited (CTC)	Jan 2020 to Jul 2021
5	Admin Officer, SHAOR Pakistan Quetta	Oct 2019 to Dec 2019
6	IT Officer, KANTAR- (Market Research Breaux Karachi Pakistan)	Nov 2017 to Sep 2019
7	Data Support Officer, KANTAR - (Market Research Breaux Karachi Pakistan)	July 2017 to Oct 2017
8	Computer Teacher, Directorate of Education School Baluchistan (National Internship Program under the Prime Minister's youth Training Scheme)	Dec 2016 to Jun 2017
9	Network Engineer Internee, PTCL Regional Office Quetta	2016

Skills:

• Data Analysis • IT Service help desk (ServiceNow) • Data Gathering & Preparation tools. • Develop Power BI (Dashboard) • IBM IT Support • Domain Joining • Active Directory Management • Virus Protection & Firewall Installation • IT Infrastructure Management • User Support	• Data Accuracy & Security • Validation • Support Provision • Recruitment Management • Operational Oversight • Logistics & Procurement	• Decision Making • Training • Project Coordination

Management Information System Officer
International Rescue Committee
Provincial Office, Quetta

From 06th Sep 2022 to till date.

Responsibilities & Achievements:

As a MIS Officer, I am responsible for the supervision, management, data analysis and development of various projects. This includes collecting data to inform managers of areas which need improvement, developing process improvements for increased efficiency and cost-effectiveness, and providing support for planning, decision making, supervision and management. In addition, I coordinate with project leads, create requirement analysis plans, and maintain close communication with partner MIS teams to ensure the efficient and effective use of information. Furthermore, I provide training to MIS teams and involve partner MIS teams, suggest, and implement new technology solutions to improve productivity, and support the cooperating partners' MIS teams. My duties also include creating reports, assessing, and evaluating MIS processes, and recommending changes to improve system performance. I am also responsible for providing technical assistance and advice to staff and management regarding MIS systems and applications. And established MIS dashboard for all partners for review their progress accordingly. In addition, I am responsible for managing the cash-based intervention activities implemented in flood effected districts of Sindh and Balochistan. This includes providing support to the cooperating partners in the areas of data cleaning and field level activities. I am also responsible for making sure that all activities follow the policies and procedures of the organization. Additionally, I Ensure Data Quality Standards (DQS) on the data and check the Validity, Integrity, Precision, Reliability, and Timeliness of collected data in coordination with MEAL & MIS managers for the relevant Projects. This Include monitoring and validating various program activities such as Health facilities, Temporary learning centers, Outreach worker mobilization efforts, and ongoing projects. This involves data collection, validation exercises, reviewing participant registrations, and ensuring adherence to quality benchmarks. Responsibilities also include preparing monitoring plans, maintaining records, reporting discrepancies, and providing guidance to partners. Additionally, the role involves addressing field-related issues, participating in coordination meetings, and performing other assigned duties and Conducted partner data audits in both provinces of Balochistan and Sindh for Health (Nutrition), Protection, Education, WASH, and MPCT components. And I am responsible for ensuring that all necessary reports are prepared and submitted in a timely manner. Furthermore, I am responsible for developing and maintaining good relationships with the cooperating partners, as well as providing guidance and support to them ALP learners data of statistical record (Students Profiling) for transition of Govt School Students, ALP Learners, Vocational Trainees, and database regularly. Finally, I am responsible for conducting regular monitoring visits to the sites and providing feedback to the cooperating partners. And responsible for reporting Baluchistan & SINDH data in UN- Portals UN-OCHA 5Ws & RRP UNHCR Portal.

Data Analyst & IT Officer.
Baluchistan Education Foundation (TECH- LNGB)

From 29th **November 2021 to 30th August 2022**

Provincial Office, Quetta

Responsibilities & Achievements:

As an Data analyst IT Officer Officer at Balochistan Education Foundation TEACH-LNGB Quetta, I was responsible for providing technical support to the organization's various IT initiatives including Troubleshoot and resolve software, hardware, and network issues for end-users. and maintain IT Assets/Equipment database.Monitor and manage LAN/WAN for optimal performance in district level, and gathering and preparing data, creating reports and presentations, and providing insights to support strategic planning and decision-making. Conduct field visits to cross check, analyze and validate data when required and validate the data with NFE department for Govt non-formal education record. Additionally, I was tasked with enhancing the efficiency of day-to-day operations through process improvements, recommending, and implementing new technology solutions to leverage existing systems, and ensuring the accuracy and security of data. My other duties included writing weekly activity reports for the project manager and IT head of the implementing partner, validating students and teachers' attendance monthly from ALP Center registers, assisting district coordinators in providing support to procurement during distribution of items to ALP students, and conducting 5 days refresher training of ALP Teacher in both districts Pishin & Killa Abdullah. Additionally, I was responsible for collecting data from the project staff, validating, and cleaning all data, providing support Page 3 of 6 to project staff on IT-related issues, and developing monthly progress tracking sheets and project calendars. Moreover, I had to maintain strong relationships with field teams, NFE, Education support program ESP (UNICEF Project) and i strong relationship with Education Officers to ensure quality of data collection and adhere to child safeguarding protocols. Collected each activity MOVs for further MEL verification and Post Monitoring distribution (PDM).

Project Officer
CHIP Training & Consulting Private Limited (CTC)   **From** 1th **August 2022 to 28th Nov 2022**
District Killa Abdullah & Chaman

Responsibilities & Achievements:

As District Officer at Chip Training & Consulting Private Limited (CTC) in Chaman and Killa Abdullah, I was responsible for a variety of tasks. These included identifying sanctioned andvacant positions in both districts, developing overall departmental plans and executing them, providing user support (troubleshooting hardware and software, configuring switches and routers, and developing networks) for internal staff, delegating responsibilityand expecting accountability, preparing recruitment timelines and managing long-listing and short-listing processes, building relationships with line departments, NGOs and other organizations to source CVs, calling participants and providing them with the right information, filling vacancies within the allocated deadline, executing tests/interviews and induction training, updating staff personal files and ensuring the collection of all documentsfor personal records/filing, requesting the issuance of facilities (mobile SIM, dongle, ID card,vehicle requests etc) to the admin department as per vacant position need, acting as the single point of contact for all internal staff regarding recruitment activities, and providing weekly and monthly reports regarding recruitment activities and planning. Additionally, I had to respond to client and management queries on a daily basis. Regular monitoring Polio (Pre, Intra & Post) Campaigns in district chaman & KillaAbdullah.

Project Associate/Analyst
CHIP Training & Consulting Private Limited (CTC)

Provincial Office, Quetta   **From** 14th January 2020 to 30th July 2021

Responsibilities & Achievements:

I have been working as a Project Associate/Analyst at Chip Training & Consulting Private Limited (CTC) Quetta. My duties included assisting the project officer in data management and other administrative tasks, maintaining employee leave records, entering data into theCTC HRMS database system, analyzing data for longlisting and shortlisting processes, conducting various investigations in the field, managing equipment and supplies, mobilizingin the field before recruitment to identify potential candidates, preparing long lists of applicants, communicating with candidates for tests and interviews, facilitating interviews and entering data into the HRIS (scoring sheet), verifying the localities of newly hired staff,communicating with participants for induction, refresher and TOTs trainings, facilitating the training sessions, sharing information with the appropriate Project Officers, signing contracts for the induction training of new employees, collecting and verifying documents for personal files and staff cards (CNICs, pictures, academic documents), issuing Disciplinaryletters to field staff, receiving staff letters (Extensions, Contracts, etc.) and updating personal files accordingly, monitoring attendance at field level (post-campaign) and entering data into the HRMS, conducting staff exit interviews of resigned staff, and ensuring timely reporting.

Admin Officer
SHAOR Pakistan Quetta

Quetta   **From** 1st November 2019 to 10th January 2020

Responsibilities & Achievements:

As Administration Manager of SHAOR-Pakistan, I was responsible for overseeing the day- to-day operations of the administrative department and staff members. This included organizing and scheduling meetings, conferences, orientations, and training sessions. Additionally, I handled the procurement and logistics arrangements with vendors and maintained control of the cash flow. Furthermore, I oversaw managing the asset inventoryand ensured that all records were kept up to date.

In order to ensure the smooth running of the organization, I monitored the performance ofthe administrative staff and provided guidance and support when needed. I also monitoredthe utilization of resources, such as office supplies, to ensure that costs were kept to a minimum. Additionally, I oversaw drafting reports and documents as needed and providingassistance to the management team when required. Overall, my role as Administration Manager at SHAOR-Pakistan provided me with the opportunity to develop my leadership and organizational skills while making a positive contribution to the organization.

Information Technology Officer
KANTAR- (Market Research Breaux)

Karachi, Pakistan   **From** 1st November 2017 to September 2019

Responsibilities & Achievements:

I worked as an IT Officer at the Market Research Bureau (Kantar Operations Pakistan), a part of the IBM Team Pakistan. And manage CAPI (Computer-assisted personal interviewing) devices of all ongoing projects. My roles and responsibilities included providing user support for hardware and software troubleshooting, configuring switches and routers, and developing networks. I was also responsible for analyzing the company's needs and organizing IT resources; accordingly, this included evaluating the company's requirements and

selecting the most suitable software, hardware, and other IT requirements such as networking. Also responsible for maintain CCTV cameras recode technical support to vendors for installation routers & cameras and Additionally, I managed junior employees in the IT department and provided troubleshooting solutions. My duties further included ensuring that all IT requirements of the company were fulfilled, as well as ensuring the smooth functioning of all IT infrastructure such as servers and network connections and installing virus protection and firewalls. And ensure network reliability with daily networking tasks. Assist users in incident registration and follow-up using "ServiceNow." maintain IT Assets/Equipment database. Monitor and manage LAN/WAN for optimal performance

Furthermore, I worked on Active Directory, resolved domain joining issues with the help of IBM IT Service help Desk, managed inventory by project-wise devices productivity, configured cameras in all regions of the MRB, completed LAN development, and remotely controlled the Pakistan sub-stations networks and user issues from the Kantar Pakistan Head Office in Karachi. I also resolved user issues on a daily basis after raising tickets on coretech.service-now.com and worked on IBM software such as SSPS data collection which was installed in Windows tablets and used in the field for surveys. My work was highly appreciated by the global IBM team for my configuration and issue resolution in the Pakistan region for IBM software's (SSPS Data Collection), NIPO software (Nfield), Gallup (Survey to Go) and Affdex software (Face Coding & HyperQ). Lastly, I was responsible for managing 450+ Android and 100+ Windows devices (tablets) by projects wise in all over Pakistan, checking devices productivity/activity online via Airwatch Console, and achieving the best performance in the Quarter 1 of 2019 from IBM Team.

Data Controller
KANTAR- (Market Research Breaux)

Karachi, Pakistan   **From 1st July 2017 to 30th October 2017**

As the Data Controller at MRB (KANTAR) Karachi Pakistan, I was entrusted with the important role of ensuring the timely and accurate collection of data, as well as its processing, verification, and forwarding of reports to the line manager. In order to fulfil this role, I had to ensure the accuracy and quality of the data collected, provide training to new staff members, and ensure the privacy and security of the data. My duties also included working closely with the Regional Manager to provide support for any issues that arose in the field and keeping up to date with the latest developments in the field to improve the efficiency and accuracy of the data collection process. I am proud of my success in managing this important role, and confident that experience and knowledge of data collection processes will be an asset to any team I join.

Network Engineer Internee
PTCL

Regional Office, Quetta   **From 1st December 2016 to February 2017**

As an Internee Network Engineer at PTCL Quetta, my job roles include checking and learning the network structure area wise and resolving any issues with the help of a Network Engineer. I am also required to check the complete network structure all over Baluchistan. Additionally, I spent one week working with the tickets system to resolve issues based on their priority.

TRAININGS & CERTIFCATIONS:

1. **Prevention of sexual exploitation and abuse (PSEA) By UNICEF**
2. **Training on Child Protection & Case Management System.**
3. **Risk Assessment and Management. PEC**
4. **Digital Transformation and Impact of IOT on Education, Industry, Health Sector,and Society Towards Creating Job Opportunities. PEC**
5. **CCNA Saylani Academy karachi (3 Modules).**

LANGUAGE PROFICIENCY:

Language	Speak	Understand	Read	Write
Urdu	√	√	√	√
English	√	√	√	√
Pashto (Mother Tongue)	√	√	√	√

REFERENCES:

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