

PIR REHMAN



Experience 4 years 7 mons
Current salary 90000
Created at 16th August, 2022
Last modified 10th November, 2023

I wish to serve for the country and society that we live in, To become an active member of the organization, accept challenges, contribute to organizational goals and further improve my professional skills. I can work on my own initiative or in a team. I will be pleased to have an opportunity to serve people.

Personal Information

Email	pirrehman17@gmail.com	Date of birth	6th March, 1993
Contact No#	03349420547 , 03049420547	Gender	Male
CNIC #	21508-1017210-5	Domicile City	North Waziristan
Country	Pakistan	City	North Waziristan
Address	miami kabul khel tehsil shewa village almra-1 VC mastikhell district North waziristan		

Education

ISLAMIA COLLEGE UNIVERSITY, PESHAWAR
BACHELORS - 16 YEARS (3.46 CGPA)
computer science
2012 - 2016

Experience

COMNET
DSO (DATA SUPPORT OFFICER)
2022 - Currently Working

Purpose Of Assignment

To serve data focal point for gathering, compilation of data from CCPV workers / COMNet. Timely share data and analysis with DPCR and provincial EOC.

Major Tasks :

1. Collate daily staff attendance SMS and generate monthly attendance report for the assigned district.
2. Follow - up with UC staff for submission of data for reports.
3. Monitor and follow-up with UC staff on regular data upload on polio info database.
4. Have access to PCR and polio info datasets for COMNet and CCPV planning.
5. Maintain datasets of CCPV and COMNet UCs in the assigned district / agencies.
6. UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
7. Collate and analyses campaign data, monitor feedback from UCOs and generate daily CCPV, COMNet monitoring updates during campaigns.
8. Guide and on job train CCPV and COMNet staff on reporting tools.
9. Analyses data of dashboard indicators with UC wise feedback to the UCO and SMs.
10. Maintain close liaison with DPCR data operator for two way data flow.
11. To work as focal person for DSC correspondence and follow-up with field staff.
12. Collection of data for campaign planning from UC level for onward submission.
13. Spot check missed children logbook.

UNISEF
TEAM SUPERVISOR
2022 - 2022

Team Supervisor-Child Labour Survey – Directorate of Labour & Bureau of Statistics (Government of Khyber Pakhtunkhwa)

Tasks & responsibilities

- Coordination with DC & DPO for the smooth implementation of the research study.

- Daily visit to concern area for data collection
- Helping the team understand performance targets and goals
- Ensuring that workers are properly trained for their specific roles
- Scheduling work hours daily
- Identifying and resolving workplace problems
- Holding team meetings and communicating their results to district monitor
- Conducting child labor survey cluster wise in different areas.
- Providing reports and activity updates to management on the daily basis
- Providing both constructive and positive feedback to the team & district monitor
- Addressing any conflicts within the team that may arise
- Providing weekly progress report to regional Coordinator

UNDP
DISTRICT COORDINATOR
2020 - 2021

District Coordinator-Crisis prevention and recovery United nation youth empowerment program

Tasks & responsibilities

- Designing and implementing project activities related to civic and political participation of women and youth;
- Supporting the design, implementation and assessment of the national level interventions in close collaboration with UNDP COs;
- Drafting concept notes, logistic notes, agendas on youth civic and political participation;
- Conducting and facilitating youth consultations and training;
- Developing and preparing all other technical materials related to preparations for different workshops and training;
- Undertaking relevant researches and assessments on youth electoral and political participation (including data collection, knowledge sharing, best practices);
- Contributing to the development of regular UNDP project reporting especially on youth participation (including monthly, quarterly, annual and donor reports)
- Monitoring and Evaluation of youth activities based on the project document;
- Building and maintaining partnerships with national, regional and international actors on the field of youth empowerment, including youth-led organizations;
- Mainstreaming the youth component in all other project activities and events.

UNDP
YOUTH AMBASSADOR
2020 - 2020

Youth Ambassador-The merged areas Governance Project FGP

Tasks & responsibilities

- To conduct field activities in the designated (North Waziristan) district.
- Focus Group Discussion
- Social Mobilization
- Public Meeting
- Meeting with office bearers of political parties
- Meeting with students
- After the above mentioned activities report of daily activities to District coordinator

UNISEF
FIELD ENUMERATOR
2019 - 2019

Enumerator-Multiple indicator cluster survey NC-MICS 6 district Kurram KP Pakistan

Tasks & responsibilities

- Responsible for the entire data collection forms assign communities
- Meetings with community key persons/stake holders to explain survey objective
- To interviews the Head of family in the house
- To provide quality data to the supervisor and able to write good reports
- Attend Morning, Evening session in data collection days
- Travel extensively within the field sites.
- To follow the Organization's SOPs to work with the communities, especially children and women
- Highly organized individual, punctual, capable of handling multiple priorities, meeting deadlines, and managing time effectively

EDUCATION DEPARTMENT FATA SECRETARIAT PESHAWAR
DATA ENTRY OPERATOR
2017 - 2018

Tasks & responsibilities

- Prepares, compiles, and sorts documents for data entry.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.

Skill

Field work in cluster
Excellent
Last used 18th August, 2022

Designation : (team Supervisor 2022) and (Field Enumerator 2019)
there we worked in cluster .in cluster provided 18 or 20 household about nature of survey.in cluster your main responsibility is that you find out the targeted cluster locality and targeted house locality

Community Facilitator
Excellent
Last used 1st April, 2020

Designation: youth ambassador
In this project we facilitate the of community about local government general body election .
provided the flax and poster to our assign community.
we are also facilitate the organization who work in our community as volunteer like polio campaign ,apex monitoring etc.

Field Monitoring
Excellent
Last used 19th September, 2021

Designation District coordinator:
Coordinations with teams and high command officers and also checked daily teams activities and report has activities

Social Mobilizer
Excellent
Last used 1st January, 2022

Team Supervisor in child labour survey, communication with community and aware about our mission and also handle the refused cases

Certification

DIT From (Board of technical & professional education)
KIEMS/PEW/DIT/4657/2017 - 20th July, 2017

DIT stands for Diploma in Information Technology is 1 year diploma program offered by Board of technical & professional. The purpose of this program to be able student in practical training such as:

Use of computer with various operating system.
How to make a computer network?
How to use Microsoft Office?
How to do desing a flyer or advertisement?
How to do computer programming? which will helpful in advance learning.
How to make a webpage?

Microsoft certified solution expert MCSE From (Skill Development Council)
SDC/NSIt149235 - 21st November, 2015

MCSE :
The Microsoft Certified Solution Expert (MCSE) certification focuses on the ability to design and build technology solutions, which may include integrating multiple technology products and span multiple versions of a single technology, whether on-premises or in the cloud.

References

Mr. Saddam Hussain
Social Inclusion Officer Youth Empowerment Program at United Nations Development Program (2 years)
Professional
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Mr. Muhammad Naeem Mehsood
District Coordinator North Waziristan Lg&Ru Election Campaigns Program at United Nations Development Program (3 years)
Professional
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Ms. Fatima Ahmad
Policy & Advocacy Officer Youth Empowerment Program at United Nations Development Programme (1 years)
Professional
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