

# Curriculum Vitae

## Rafio Ali Shaikh

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Shaikh Muhalla Nanoo Larkana

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## OBJECTIVE

To serve in progressive organization offer job satisfaction, a challenging work environment and a vast opportunity for carrier development based purely upon achievements and results.

## Personal Profile

01.	Name	Rafio Ali Shaikh
02.	Father's Name	Ali Nawaz Shaikh
03.	CNIC. No	43203-2868162-7
04.	Domicile	Larkano City
05.	Religion	Islam
06.	Nationality	Pakistani
07.	Marital Status	Single

## QUALIFICATION:

Examination	Year of Passing	Grade/Class	Board/University
S.S.C II	2017	"A+" Grade	B.I.S.E Larkana
H.S.C II	2019	"A+" Grade	B.I.S.E Larkana
BS Computer Science	2023	3.7 CGPA	SIMT Karachi
Advance Diploma Software Engineering	2021	Distinction	Aptech Pakistan

## Personal Experience

### Data Analyst at Human Appeal

- ✓ Compulsorily respect GDPR (General Data Protection Regulation).
- ✓ Compile and analyze project data on a regular basis and further share the clean data with the authorized persons for further process.
- ✓ Assist MEAL unit in data collection, data cleaning and data consolidation related to surveys, assessments and project activities as well as direct and indirect beneficiaries.
- ✓ Ability to ensure quality data processing and identifying and addressing issues with gathered data.
- ✓ Liaise with the MEAL and program teams in the field and provide technical and procedural assistance where required.
- ✓ Possess ability to manage and supervise data entry and analysis process and to maintain beneficiaries' dashboard in the field to meet mandatory project deadlines.
- ✓ Respond to information requested from Provincial & Country Office MEAL units by field teams and Human Appeal headquarters as well as donors.
- ✓ Any other tasks assigned by the MEAL Officer

### **District Data Analyst (EPI) at World Health Organization (WHO)**

- ✓ Collect, tabulate and manage daily reports on OPDs, referrals, and vaccinations from Integrated Mobile Health Teams.
- ✓ Monitor and ensure compliance (timeliness and completeness) of daily VPD surveillance reports and line lists
- ✓ Analysis of Mobile health teams, prepare presentations and communications and share with stakeholders in the district
- ✓ Analysis of VPD surveillance data and prepare daily report of cases/outbreaks
- ✓ Monitor and ensure that monitors are sending monitoring rata (RCA, Observer Checklists)
- ✓ Coordinate with District Disease Surveillance Officers (DDSO) for VPD Surveillance/Linelist and triangulate with coverage data
- ✓ Using automated tools to extract data from primary and secondary sources
- ✓ Maintaining Databases and data systems – reorganizing data in a readable format
- ✓ Filter Data by reviewing reports and performance indicators to identify and correct code problems
- ✓ Preparing reports for the management stating trends, patterns, and predictions using relevant data
- ✓ Preparing presentations for the stakeholders to understand the situation and enabling them to take important decisions based on various facts and trends.

### **Data Entry Operator at Nai Zindagi Trust Karachi**

- ✓ Responsible for the management/maintenance of project management information system (MIS)
- ✓ Enter and update client records electronically on a daily basis in the Management Information system
- ✓ Check the records thoroughly to prevent data duplication while registering clients.
- ✓ Adhere to all necessary data entry protocols while computerizing service delivery data and registration data
- ✓ Identify data collection errors and report those to the relevant staff member as well as the site manager
- ✓ Maintain & Keep a backup of client files
- ✓ Provide routine support in IT requirements of the project site office
- ✓ Generate periodic reports as per project requirements
- ✓ Any other task is given by the site manager

### **Data Entry Operator in Contech International Health Consultants in District Larkano**

- ✓ Maintain constant liaison and communication with District Coordinator, Staff of all IHSS-SD activity project strengthened/developed COVID19 vaccination centers (CVCs) in the District of outreach vaccination team members.
- ✓ Transfer data from paper formats into NIMS data base systems.

- ✓ Reviewing data for deficiencies or errors and correcting any incompatibilities and checking output.
- ✓ Ensure all data fields are filled in and update existing data.
- ✓ Generating and exporting data, spreadsheets, and documents as needed.
- ✓ Performing clerical duties such as filing, monitoring office supplies, scanning and printing as needed.
- ✓ Keep information confidential and ensure safe custody of data files, reports, etc.
- ✓ Ensure proper use of office equipment.

### **Data Entry Operator at District Larkano. (Volunteer Basis)**

- ✓ Maintain constant liaison and communication with District officers, Staff of all COVID-19 activity project strengthened/developed COVID19 vaccination centers (CVCs) in the District of outreach vaccination team members.
- ✓ Transfer data from paper formats into NIMS data base systems.
- ✓ Reviewing data for deficiencies or errors and correcting any incompatibilities and checking output.
- ✓ Ensure all data fields are filled in and update existing data.
- ✓ Generating and exporting data, spreadsheets, and documents as needed.
- ✓ Performing clerical duties such as filing, monitoring office supplies, scanning and printing as needed.
- ✓ Keep information confidential and ensure safe custody of data files, reports, etc.
- ✓ Ensure proper use of office equipment.

### **Computer Skills**

- 3 Years Advance Diploma Software Engineering from Aptech Learning Pakistan.
- 1 Year Diploma in Information Technology.
- Internet: Email, Web Technology, Search Engines and Search Techniques

### **Interpersonal Competencies**

- Self-Motivated and Innovative Thinker
- Good Written and Verbal Communication Skills
- Capability to work both independently and with team
- Fluent in Sindhi, Urdu and English.

### **References**

**Will be Provided on demand.**