Rafio Ali Shaikh

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Sex Male | Nationality Pakistani

Professional Summary

I am Rafio Ali, I did BS. Computer Science, in addition to my formal qualification acquired Advance Diploma in Software Engineering. With over Six year of experience in Data Team leading in humanitarian and development organizations. My career has led me to specialize increasingly in the management of humanitarian multi-sectoral programs, operations, and multicultural staff at the field level. I have successfully completed projects on (Rural Development, CBDRM, BDRP, DRM/DRR, Food security, Nutrition & Livelihood, Cash for food & work, Conditional cash transfer, Emergency Response, Early Recovery and Development. Currently i am working with Human Appeal International in Sindh as Data Analyst – WFP Food for Assistance Early Recovery Programe, before this in WHO I was serving as District Data Analyst – Flood Emergency Response Programme and before this I was working as Data Entry Operator at Nai Zindagi Trust (Prevent the transmission of HIV Programme) in Karachi, before this I had been engaged with ConTech International – IHSS-SD Strengthening of Covid-19 vaccination Centers project as Data Entry Operator in Larkana, before this I work for District Health as Data Entry Operator in Covid-19 in District Health Office Larkana, I have been associated with Aptech Computer Education as Data Analyst (Remote) at APTECH Sukkur.

Education:

BS. Computer Science (3.3 CGPA) SIMT Karachi

Professional Skills:

• Proven Experience in Data Analytics

• Experience in quality assurance and tools M&E Plan, Monitoring Tools

• Conducted HH Emergency/Early Recovery Response Assessment, Nutrition, food security/Livelihood, Food and Cash Assessment

• Experience and skills in managing largescale Data procurements and distributions in field.

• Experience in designing BOQs, RFQs and technical specifications for DRR, agriculture and livelihood projects.

• Designing Cash Voucher Assistance (CVA) for Food and Cash emergencies

• Strong understanding of building 4Ps model (Public, Private, Producer Partnership) for MSMEs.

• Strong advocacy, lobbying, networking & coordination skills with UN agencies, Govt. INGOs and local stakeholders.

• Self-Starter, capable of leading an organization and managing a diverse group of people or teams

Work Experience

Organization: MicroMerger PVT Limited (COMNet UNICEF)
Position: Communication Block Officer

Key Achievements

• Plan and develop strategies for Engaging community members to increase their knowledge and understanding of immunization programs, promote community trust and participation, and encourage behavior change.

• Responsible to Plan and organize community mobilization activities such as Announcements, community meetings, door-to-door visits, and community outreach events.

• Build and maintain relationship at community level with stakeholders, community notables, Teachers, Health providers, tribal elders, community representatives, social activists etc

• Work with community members to identify and address barriers to immunization uptake, including misconceptions and misinformation about vaccines.

- Monitor and report on community engagement activities of Community Mobilizers and and outcomes to inform program planning and decision-making.
- Identification and involvement of the vulnerable groups and families in the project planning and implementation.
- Facilitate Distribution of IEC material distribution among the communities
- Compilation of accurate data for purpose of Missed children profiling and community insights
- Other many Operational Task Assigned by DEOC

Organization: Muslim Hands International
Position: Documentation Officer
Key Achievements
• **Documentation Management:**
- Develop and maintain a systematic documentation system for all ALP activities, ensuring proper storage, organization, and retrieval of project-related documents, reports, and data.
- Collect, review, and verify programmatic data from ALP centers, including student enrollment, attendance, academic performance, health screenings, and skill training sessions.
- Ensure the accuracy, completeness, and consistency of data collected from different sectors, including WASH, Health & Nutrition, and skill trainings, to facilitate integrated reporting.

• **Reporting and Analysis:**
- Prepare regular progress reports, donor reports, and other documentation in accordance with reporting requirements and formats specified by UN and international donors.
- Analyze programmatic data and trends to identify key achievements, challenges, and areas for improvement, and provide actionable recommendations to project management for decision-making.
- Collaborate with project staff and stakeholders to gather qualitative and quantitative information for reporting purposes, ensuring transparency and accountability in reporting processes.

• **Compliance and Quality Assurance:**
- Ensure compliance with donor reporting guidelines, deadlines, and quality standards in all documentation and reporting activities, including accuracy, clarity, and consistency of information.
- Conduct regular quality checks and validations of data collected from ALP centers, identifying and rectifying any discrepancies or errors in a timely manner.
- Provide technical support and guidance to project staff on documentation procedures, data collection tools, and reporting requirements to enhance overall data quality and integrity.

• **Capacity Building and Knowledge Sharing:**
- Provide training and capacity-building support to ALP staff and partners on documentation and reporting protocols, including the use of reporting formats and templates specified by UN and international donors.
- Facilitate knowledge sharing and learning sessions among project staff and stakeholders to promote best practices in documentation, reporting, and data management.

Organization: Human Appeal International
Position: Data Analyst
Key Achievements
- 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 District Manager.

- Support the CBT & FFA flood response and early recovery (Livelihood & /asset Recovery) program activities designing, implementation strategy development and quality control of field operations at district level.
- Support the cash for work and food for work programme activities, by timely registration, communal and individual structural need assessment, TNA, beneficiary engagement plan, structural activities BOQs, training manuals submission for each cycle.
- Support the team in identification & selection of interventions of FFA participants both communal and individual NFI & non-NFI schemes and capacity building activities also initiated the micro level businesses revival support (In-kind) to the most effected businesses.
- Build and improve systems to supervise and manage the implementation, monitoring, learning and evaluation of program activities.
- Liaise with the local donors and the local authorities, working group clusters and other stakeholders, and being programs lead, ensure that activities are carried out in line with the project proposal's requirements and comply with the scheduled plan, timeframe, and budget; promptly report of any delays or necessary change request.
- Support WFP – Early Recovery program soft interventions including VDCs formation and their capacity building in 455 flood prone villages, to execute the programe activities (Structural & Capacity Building) & develop 100 model villages by equipping them with DRR techniques.
- Strengthen the local UCDMCs, ERTs & SDMCs by providing them with essential trainings and equipment's to deal with the emergencies & installed UC level early warning system.
- Compiling success stories, case studies and all other reports to submit with the donor. • Establish feedback mechanisms in 200 communities for community feedback on quality/continuity of services,
- Prepare and develop the Project Management tools (i.e. DIP and all other project formats and documents)

Organization: World Health Organization (WHO)
Position: District Data Analyst (EPI)
Key Achievements
- 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/Line list 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.

Organization: Nai Zindagi Trust Karachi
Position: Data Entry Operator
Key Achievements
- 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

Organization: Contech International Health Consultants
Position: Data Entry Operator
Key Achievements
- 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.

Organization: Serve Foundation
Position: M&E Assistant
Key Achievements
- Facilitate program department in-need assessments, baseline, end line, and post-distribution monitoring surveys in terms of forming data collection tools, sample size, and training of data collection team.
- Conduct interviews with line departments, conduct PRA exercises, and administer questionnaires.
- Ensure data quality and data consistency during data collection and data entry, manage database, and facilitate data analysis. Conduct data audit of up to 50% sample of the field data collection as well as data entered into the database by project or data entry staff and generate data audit report.
- Facilitate program department in the first draft report of surveys (baseline & end line and assessments).
- Ensure that the implementation of field activities adheres to SIF's monitoring and evaluation system.
- Carry out regular and routine field monitoring of program activities and produce monitoring visit reports on the given format; conduct debriefs sessions with relevant program staff and develops an agreed action plan; and report.
- Carry out follow-up monitoring visits to materialize actions agreed in the action plan, also maintain Monitoring-Action Plan Tracker at field level; and report to line manager.
- To assist in planning and implementation of internal monitoring and evaluation exercises and impact assessments in terms of case/success stories and during project evaluation when needed.
- Manage all internal evaluation activities of the base; systematically ensure the analysis of results is shared with stakeholders.
- Ensure and support the completion of the beneficiaries' database in coordination with the program team.

Organization: District Health
Position: Data Entry Operator (Volunteer Basis)
Key Achievements
- 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.

Certification
- Data Analytics and Business Intelligence

- Data Science and Machine Learning.
- 3 Years Advance Diploma Software Engineering from Aptech Learning Pakistan.
- 1 Year Diploma in Information Technology.

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.

Professional References:

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