



Roman ali shah

Professional Summary

Dherma khel surrani
KP Bannu, 28100
Pakistan
0336-9031103
romanbannu@yahoo.com

DATE OF BIRTH

02 March 1998

PLACE OF BIRTH

KP Bannu

NATIONALITY

Pakistan

Skills

Communication Skills

Ability to Work Under Pressure

Microsoft Office

Effective Time Management

Ability to Multitask

Team leadership

Critical thinking and problem solving

Google form

wordpress

Firstaid

Hobbies

My hobbies include reciting the Holy Quran, playing cricket, and gaining knowledge to address personal weaknesses. These activities enrich my spiritual life, foster teamwork and physical fitness, and promote self-improvement through continuous learning.

Professional Summary

I want to work honestly for the achievement of organization goals and objectives, to work in innovative environment to proceed towards the organization mission statement in accordance with organization policy and to prove my skills by promoting and gaining experiences through different applications and processes. To take active part in friendly environment to reach towards success

Employment History

Field M&E Data,
UN (The International Organization for Migration (IOM)), Islamabad

08/2024 - Present

- **Field Coordination:** Collaborating with project teams to understand data requirements and address any issues.
- **Data Verification:** Checking data for accuracy and completeness to ensure reliability.
- **Data Collection:** Gathering accurate and timely data through surveys, interviews, and observations in the field.
- **Reporting:** Preparing detailed reports on data collection activities and preliminary findings.
- **Observation:** Monitoring field activities to ensure adherence to project guidelines and protocols.
- **Protocol Adherence:** Following established M&E procedures and maintaining data confidentiality.

Data collector /Data Verification,
UN (The International Organization for Migration (IOM), Islamabad

09/2023 - 08/2024

Data Collection: Collecting relevant information from Afghan refugees, which may include personal details, family information, reasons for displacement, and other pertinent data.

Using specific tools.

Verification: Verifying the accuracy and authenticity of the data provided by refugees through cross-referencing with supporting documents or other sources.

Confidentiality and Security: Handling sensitive information with utmost confidentiality and following strict security protocols.

Communication: Effectively communicating with refugees to obtain necessary information and address any concerns or questions they may have regarding the data collection process.

Reporting: Providing regular reports to higher authorities and concerns on the progress of data collection and any challenges or issues encountered

Monitoring: We are currently monitoring Afghan refugees who are receiving cash assistance to ensure proper distribution and utilization of funds.

Database Assistant, Pakistan Red Crescent, Bannu

01/2022 - 12/2022

1. ü Organized the data for analysis by identifying relevant information, using software to extract it from databases, and compiling it for presentation to organization
2. ü I Resolving data discrepancies and problems with formats that prevent the data from being analyzed effectively
3. ü I updating databases with current information such as Patient records and keep it in personnel files.

Languages

English

Urdu

Pashto

4. ü I Create charts, graphs, and reports based on data analysis such as Patients Diagnoses.
5. ü I organizing and storing data in an electronic format so that it can be accessed quickly and easily when needed.
6. ü Meeting with District administration and stakeholder.
7. ü I utilize the local language to assess and address the fundamental needs of the community.
8. ü Check and balance of Medicine in the warehouse
9. ü Combine and rearrange data froms documents where required

Health and Hygiene Promoter officer, Pakistan Red Crescent, Bannu

01/2021 - 12/2021

To Facilitate To Most Vulnerable Community through Free Medical Camp at Doorstep

- ü Conduct a broad-based community meetings BBCM with TDPs,
 1. ü Conduct the FGDs for the local community.
 2. ü Train The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.
 3. ü identify the most basic needs of the community.
 4. Implements project activities related to Hygiene promotion.
 5. ü Promotion and education within targeted communities through contact with community representatives.
 6. ü Design hygiene sessions with awareness about the use of safe water for drinking and provide easy methods for making water safe for drinking.
 7. ü Arrangements and deliverance of hygiene promotion sessions to the targeted community.
 8. ü Conducting the targeted hygiene promotion sessions with complete record keeping and pictorial proofs.
 9. ü Active participation in the Campaigns e.g. Global hand washing Day, Global Breastfeeding Week, Global toilet day, etc.
 10. ü Conduct training of the communities in hygiene promotion and the implementation of different techniques & activities in selected communities as per projects objectives.

Area field officer, WHO (Apex), Bannu

02/2020 - 12/2020

1. ü Coordination among enumerators and assist otheir team members in problems
2. ü Rapport building in community and households and Local norms to be followed
3. ü Be punctual in field
4. ü Confidentiality should be maintain
5. ü Complete daily target
6. ü Keep your personal phone/cell On
7. ü Immediate contact with supervisor in case of any trouble
8. ü Meeting with Enumerators
9. ü Confirm data uploaded at the end of each day

District Warehouse Assistant and area coordinator , Pakistan Red Crescent (PRCS) , Bannu

08/2019 - 12/2019

1. GOODSIN
2. Ø Loading and unloading goods from delivery vans or Lorries.
3. Ø Checking the correct quantity and type of goods have been received.
4. Ø Recording any damaged , missing or faulty goods.

5. Ø Signing the delivery form, once satisfied the goods are complete.
6. Ø Moving the goods to the correct area in the warehouse, either manually or using mechanical handling Equipment.
7. Ø Labeling goods.
8. Ø I oversee and work with teams and supervisors to check if people need mosquito nets. We make sure nets get to people who need them quickly and safely.

Database Assistant, Pakistan Red Crescent (PRCS) , KP Bannu

11/2018 - 08/2019

RELIEF3-The (protection and livelihoods) I am associated with PRCS Bannu

As assistant Database officer based in Bannu. It's a diversified position that requires a lot of hard work and ultimately makes me to work under stress. RELIEF 3 is a project that is design to support the IDPs in protection and livelihoods thematic areas. This project consisting a lot of data entry, data analysis and reports compilation against data.

1. ü Main responsibilities
2. ü Data entry and data analysis
3. ü Extract results from data base
4. ü Reports generation against data
5. ü Coordination with livelihoods and protection teams for data
6. ü Field visits with MEAL Officer for data validation and data verification.
7. ü Coordination with project officer for collation of project Beneficiaries data.
8. ü Data Collection Data analysis and data tracking of the project beneficiaries.
9. ü Prepare social reports from gathered data and information.

Education

Science, Matric, Bannu

03/2011 - 03/2013

Diploma of Associate Engineer Civil, DAE Civil, Bannu

04/2013 - 05/2016

Computer science, BSCS, Bannu

06/2016 - 08/2021

Diploma in Information Technology, DIT

01/2015 - 06/2016

Courses

Wordpress, KPBITS

02/2024 - 08/2024

References

Saira jamil from UN IOM

sjamil@iom.int | 03018112542

Extra Curricular Activities

Sports events, PRCS, Bannu

05/2023 - 05/2023