# ***C:\Users\LENOVO\Desktop\WhatsApp Image 2024-03-19 at 3.19.30 AM.jpegSALAH UDDIN***

***Postal Address: Village Karez Kot,P/O Wana, Tehsil,Wana,SWTD.***

***Permanent Adress: Village Karez Kot,P/O Wana, Tehsil Wana TDSW.***

***Cell: 03349220265/03219013966***

#### ***E-mail: salahuddin.wazir1986@gmail.com***

**objectives & Profile**

|  |  |
| --- | --- |
| **Profile:** | A seasoned humanitarian aid professional with around 13 years of professional verifiable experience in Data Analysis, HMIS/MIS/HRMIS, Administration, & Operational Services in different international organization like Merlin, Save the Children & other well reputed organization. |

**Personal INFORMATION:**

|  |  |
| --- | --- |
| **Father’s Name:**  | **M.Rehmat ullah khan** |
| **Date of Birth:** | **December 9,1986**  |
| **Domicile:**  | **District South Waziristan Lower** |
| **Nationality:**  | **Pakistani** |
| **C.N.I.C. No.**  | **21708-0824931-9** |
| **Religion:**  | **Islam** |
| **Marital Status:**  | **Married** |
| **PERMANENT ADRRESS** | **Village Karez Kot P/O Wana, Tehsil Wana SWTD.** |
| **Contact Number** | **0334-9220265/03219013966** |

***Educational qualification*:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **Degree/Certificate** | **University/College** | **Duration** |
| **1.** | **Master in Business** **Administration**  | **Department of** **IBMS,KPK Agriculture University Peshawar** | **2007-2009** |
| **2.** | **Diploma in Data Science** | **Board of Technical Education****Islamabad.** | **March 2023 to March** **2024.** |
| **3.** | **Certificate in Data** **Analysis/Data Visualization** | **NICE College Charsadda** | **Sept 2023 to Feb- 2024** |

**EXPERIENCe**

1. **Organization : Sheikha Fatima Bint Mubarak Model.**

** Hospital Sholam LOWER SWTD**

**Designation : Manager Administration/HR & HMIS**

**Duration : 14th April 2017 till date.**

**Data Management/Reporting**

* Collect, organize, and analyze data on vaccination, OPD, Surgeries etc to support evidence-based decision making.
* Working with all the stalk holders & Polio team to develop strategies for improving vaccination coverage.
* Deploy polio Team during campaign.
* Conducted Trainings of staff before start of each campaign.
* Submit Zero/Weekly Report
* Provide logistic Support to the filed team.
* Develop and implement data visualization strategies, including dashboards, and other data visualization tools, to communicate key information and insights to stakeholders in a clear and actionable manner.
* Collaborate with program managers/Director and other stakeholders to identify key performance indicators (KPIs) and develop data dashboards and reports that provide regular update on progress towards program objectives and targets.
* Conduct training and capacity building sessions for hospital staff and other stakeholders on data analysis, visualization, and use for decision making.
* Compilation of DHIS, HMIS, and Daily Health activity by generating value added reports for the project.
* Review and refine data collection and verification processes and procedures to ensure that all desirable Elements of data are captured by the system
* Produce reports for specific needs aimed at enhancing efficiency, effectiveness and reliability of the decision making protocols.
* Working with other members of team to develop & implement strategies for improving coverage. Submission of reports to KP Health foundation,DHO etc
* Communicating Results to different stalk holders & donors.
* Coordinate and manage travel arrangements for staff, including accommodation, and transportation, and ensuring that travel policies and procedures are followed.
* Provide support in organizing events and conferences, including arranging for venue, catering, and other logistics.
* Provide orientation and training to new staff members on office policies and procedures, including procurement, travel, and other administrative and logistical matters. Participate in the preparation of reports, presentations, and other documents as required.
* Supervise Support staff and make necessary roaster for office & field support staff.
* Prepare Duty Rota for Staff.
* Process Staff Road Pass &Service cards for employ.
* Supervise Support staff& ensure their performance.
* Ensure Coordination with all the stalk holders.
* Staff Personal filling & record Keeping.
* Maintaining staff Leave record.
1. **Organization : Aman Organization Tank/DIKhan**

**Designation : Data Support Officer (DSO).**

**Duration : 1st December 2016 to 31st March 2017.**

* Prepare Micro plan & Work Plan for Field activities.
* Maintain & Update Dash Board
* Develop and implement data visualization strategies, dashboards, and other data visualization tools, to communicate key information and insights to stakeholders in a clear and actionable manner.
* Collaborate with program managers and other stakeholders to identify key performance indicators (KPIs) and develop data dashboards and reports that provide regular updates on progress towards program objectives and targets.
* Conduct training and capacity building sessions for program staff and other stakeholders on data analysis, visualization, and use for decision making.
1. **Organization - Prime Foundation –Pakistan (Mother & Child Project)**

**Designation - HMIS Officer/Data Support Officer- SWTD.**

 **Duration - 19th Feb, 2016-15thNovember, 2016.**

**Responsibilities.**

* **Collect/analyze data** from various sources, including Vaccination (**IPV, OPV** & Routine Vaccination), OPDs, and other relevant sources, to support evidence-based decision making in the district.
* Develop and implement data visualization strategies, including dashboards, and other data visualization tools, to communicate key information and insights to stakeholders in a clear and actionable manner.
* Collaborate with program managers and other stakeholders to identify key performance indicators (**KPIs)** and develop data dashboards and reports that provide regular updates on progress towards program objectives and targets.
* Conduct training and capacity building sessions for program staff and other stakeholders on data analysis, visualization, and use for decision making.
* Preparation & Submission of **DEWs Reports**
* Compilation of Mother& Child activities & **MCH Data**, generating value added reports for the project.
* Review and refine data collection and verification processes and procedures to ensure that all desirable Elements of data are captured by the system
* Produce reports for specific needs aimed at enhancing efficiency, effectiveness and reliability of the decision making protocols.
* Working with all the stalk holders & Polio team to develop strategies for improving vaccination coverage.
* Deploy polio Team during campaign.
* Conducted Trainings of staff before start of each campaign.
* Submit Zero/Weekly Report.

1. **Organization : Merlin**

 **Designation : MIS & Data Assistant-Bannu**

 **Duration : 04 Feb, 2015-15th Feb-2016.**

**Responsibilities.**

* Collect, clean, and analyze **data** from various sources, including health facilities, surveys, and other relevant sources, to support evidence-based decision making in the district.
* Develop and implement data visualization strategies, including dashboards, and other data visualization tools, to communicate key information and insights to stakeholders in a clear and actionable manner.
* Collaborate with program managers and other stakeholders to identify key performance indicators (KPIs) and develop data dashboards and reports that provide regular updates on progress towards program objectives and targets.
* Conduct training and capacity building sessions for program staff and other stakeholders on data analysis, visualization, and use for decision making.
* Compilation in a timely manner of data collected for data entry from DTC, BHUs, RHCs and hospitals regarding Health and Nutrition services to be entered into database.
* Analyze collected data and convert it into value added information according to project performance indicators.
* Review and refine data collection and verification processes and procedures to ensure that all desirable Elements of data are captured by the system
* Preparation of DEWs Report.
* Review and analyze data to graphically present utilization trends based on monitoring indicators.
* Work in coordination with other two components namely health services and community mobilization.
* Produce reports for specific needs aimed at enhancing efficiency, effectiveness and reliability of the decision making protocols.
* Prepare **daily**, **weekly** and **monthly reports**.
* Have Strong Command on **HIS & NIS Software and DTC formats**
* Strong Command on CMAM Program.

****

1. **Organization : Save the Children-USAID Funded Project**

**Designation : Admin/Finance–USAID Funded**

**Duration : 09 December 2011 TO 31st December, 2014. (Three years)**

**Data/Reporting**

* Preparation of Micro plan/Work plan on monthly basis.
* Submission of weekly/monthly EPI reports.
* Preparation & submission of Polio Data including Mobile health unites, BHUs,field teams during polio campaign.
* Provide logistic support in routine immunization & during polio compaigh.
* Maintain & update data base.

 **Finance& Administration duties**:

* Ensure payment for project expenses, management of petty cash.
* To ensure that all utility bills have been submitted on time.
* Arrangement for trainings and workshops.
* Maintaining cash book/Bank book..
* Preparation of staff payroll. Supervise the drivers and ensure their adherence to the fleet management and security procedures and policies. Ensure the adequate filling of all documents.
* Verify vehicle log book on Monthly Basis.
* Maintain log book of Fuel record & Generator.
* Check vehicle condition and coordinate with the vendor regularly.
1. **Organization : Merlin.**

**Designation : HMIS/Data Officer-Charsadda**

**Duration : 30 Aug 2010 31st October, 2011.**

**Responsibilities.**

* Collaborate with program managers and other stakeholders to identify key performance indicators (KPIs) and develop data dashboards and reports that provide regular updates on progress towards program objectives and targets.
* Collect, clean, and analyze data from various sources, including health facilities, surveys, and other relevant sources, to support evidence-based decision making in the district..
* Conduct training and capacity building sessions for program staff and other stakeholders on data analysis, visualization, and use for decision making.
* Compilation in a timely manner of data collected for data entry from DTC, BHUs, RHCs and hospitals regarding Health and Nutrition services to be entered into database-Nutrition Information system.
* Analyze collected data and convert it into value added information according to project performance indicators.
* Review and refine data collection and verification processes and procedures to ensure that all desirable Elements of data are captured by the system
* Review and analyze data to graphically present utilization trends based on monitoring indicators.
* Work in coordination with other two components namely health services and community mobilization.
* Produce reports for specific needs aimed at enhancing efficiency, effectiveness and reliability of the decision making protocols.
* Prepare **daily**, **weekly** and **monthly reports**.
* Have Strong Command on **HIS & NIS Software and DTC formats.**
* Having strong Knowledge of CMAM Program

** 7 Organization : Merlin.**

**Designation : HMIS/Data officer Merlin DIKhan/Tank**

**Duration : 1st Dec 2009 to 31 May 2010**

**Main Responsibilities**.

* Collect, data from BHUs, Mobile teams, ensure timely data entry & Data Analysis to support evidence-based decision making in the district.
* Develop and implement data visualization strategies, including dashboards, and other data visualization tools, to communicate key information and insights to stakeholders in a clear and actionable manner.
* Collaborate with program managers and other stakeholders to identify key performance indicators (KPIs) and develop data dashboards and reports that provide regular updates on progress towards program objectives and targets.
* Conduct training and capacity building sessions for program staff and other stakeholders on data analysis, visualization, and use for decision making.
* Compilation in a timely manner of data collected for data entry from DTC, BHUs, RHCs and hospitals regarding Health and Nutrition services to be entered into database-Nutrition Information system.
* Analyze collected data and convert it into value added information according to project performance indicators.
* Preparation of Weekly DEWs Reports.
* Review and refine data collection and verification processes and procedures to ensure that all desirable Elements of data are captured by the system.
* Produce reports for specific needs aimed at enhancing efficiency, effectiveness and reliability of the decision making protocols.
* Perform other relevant tasks as required in support of processes for strengthening data analysis.
* Maintain Stock records .Prepare **daily**, **weekly** and **monthly reports**.
* Have strong command on CMAM **NIS & HIS software**, and other formats.
* Maintain Record of MoU/NOCs, draft official letters.

**computer skills & COMPETENCES:**

1. Proficient Computer Skills: MS Word, Excel, Power Point, Outlook.
2. NIS Software, Health Management Information System Software, Software etc
3. Tableau,SPSS, Power BI
4. LMIS Software (Logistic Management information system)
5. EPI Information system software.
6. HMIS,HRMIS
7. Proficient in data entry tools and software.
8. Skilled in data cleaning and Data Analysis.
9. Familiarity with database management systems.
10. Knowledge of statistical analysis techniques.
11. Competent in using data visualization tools for analytics.

languages:

1. English, Urdu, Pashto, (Read, Write & speak)

**Workshops and seminars**

* Attend training on Logistic Management Information system(LMIS)
* Attend trainings of NIS/HIS through Merlin &UNICEF.
* Attend Ware house & Procurement Management training at Save the children
* Attended workshop on effective data management system at unicef.

**References**

**Will be furnished on demand.**