# ***C:\Users\LENOVO\Desktop\Salahuddin PICs.jpgSALAH UDDIN***

**Personal Info: *Master in Business Administration (MBA)***

***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***

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**objectives & Profile**

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| **Profile:** | A seasoned humanitarian aid professional with around 13 years of professional verifiable experience in Data Analysis, HMIS/MIS/IT, Administration, Logistics, Finance, HR & Operational Services in different international organization like Merlin, Save the Children & other well reputed organization.   * Excellent command over Data Analysis, IS/HMIS, Administration, logistic, HR & Finance. Support to diverse teams in limited resources under volatile conditions in emergency contexts. * Sound knowledge of field operations, day to day support to program teams in their activities, expertise of Data Management, Procurement, warehousing, Logistic, administration, finance & Community Mobilization & Development. |

**Personal INFORMATION:**

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| **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:**

***MASTER IN BUSINESS ADMINISTRATION (MBA) Institute of Business Management Studies (IBMS) (2007-2009).***

***KP- Agriculture University Peshawar. 3.11 CGPA/4.00***

**EXPERIENCe**

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

**Hospital Sholam LOWER SWTD**

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

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

* Collect, clean, and analyze data from various Department to support evidence-based decision making in the district.
* Develop and implement data visualization strategies, including info graphics, 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.
* Ensure data quality and accuracy by implementing quality control measures, conducting regular data audits, and providing technical assistance to health facilities and other data sources as needed.
* Monitor and evaluate the effectiveness of data visualization strategies and recommend adjustments as necessary to ensure successful communication of key information and insights to stalk holders in clear manner.
* Preparation & Submission of DEWs Reports
* 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.

**Logistic**

* The day-to-day management of his/her team (guidance, follow-up, motivation…)
* evaluating the performance and developing the skills of his/her team members
* Management of the teams for which s/he is support/technical Manager.
* Administrative oversight of IT function.
* Validating the logistical aspects of partnership conventions and agreements
* Providing leadership and optimizing the organization of logistics.
* Devising a technical and geographical strategy for supplies (local/purchases, stock and transport)
* Supervising the management of equipment : allocation, transfer etc,
* Ensuring the sound conduct of audits and pre-audits.
* Maintaining a network with local input, exchanging good practice
* Regular capacity building/ induction of non logistics staff
* Over all administration of the hospital.
* Over all supervision of all staff.
* Supervise Support staff and make necessary roaster for office & field support staff.
* Process Staff Road Pass &Service cards for employ.
* Ensure Coordination with all the stalk holders.
* Ensuring preparation of documents regarding fuel consumption (fuel voucher, logbook, petrol station detailed invoice)
* Keep a track record of vehicles and generators maintenance record. Ensure that drivers regularly follow the maintenance procedures and all the vehicles are in a good condition.
* Filling in the logistics/transport part of the weekly planning board.
* Supervise the drivers and ensure their adherence to the fleet management and security procedures and policies.
* Ensure the adequate filling of all documents.
* Timely report any relevant logistic information to the Logistician
* Arranging regular meetings and briefing with the drivers to ensure the adherence of security and logistics regulations.
* Verify vehicle log book on Monthly Basis with Finance department.
* Maintain log book of Fuel record & Generator.
* Check vehicle condition and coordinate with the vendor regularly.
* Ensure a proper fuel consumption follow up; collect and ensure the reconciliation of all bills/documents.

**Travel Coordination**

* Coordinate and manage travel arrangements for staff, including booking flights, accommodation, and transportation, and ensuring that travel policies and procedures are followed.
* **Filing and Documentation:** Manage the filing and documentation system for the Regional office, ensuring that documents are properly classified, stored, and accessible.
* **Event Management:** Provide support in organizing events and conferences, including arranging for venue, catering, and other logistics.
* **Orientation and Training**: Provide orientation and training to new staff members on office policies and procedures, including procurement, travel, and other administrative and logistical matters.
* **Compliance Management**: Ensure compliance with organizational policies and procedures, including financial, procurement, and human resources policies.
* **Report Preparation:** Participate in the preparation of reports, presentations, and other documents as required.
* **Liaison**: Act as a liaison between the office and other departments or offices within the organization.
* **Inventory Management:** Manage the inventory of goods stored at Warehouse, including conducting regular stock checks, ensuring accuracy of inventory records, and identifying discrepancies. Develop and implement standard operating procedures for inventory management, including receiving, handling, storage, and distribution of goods. Coordinate with program staff and partners to ensure that goods are ordered, received, and distributed in a timely and efficient manner. Prepare and submit reports on inventory management, including stock levels, consumption rates, and potential stock-outs. Ensure compliance with organizational policies and procedures related to inventory management. Manage the disposal of surplus or obsolete goods in accordance with established procedures.
* **Logistics and Supply Chain:** Participate in the development and implementation of logistics and supply chain strategies and plans.
* **Training and Guidance:** Provide training and guidance to staff and partners on inventory management, including the use of inventory management systems.
* **Warehouse Liaison**: Act as a liaison with all the stalk holders regarding logistics, warehousing.
* **Administration & HR:**
* Over all administration of the hospital.
* Over all supervision of all staff.
* 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.

1. **Organization : Aman Organization Tank/DIKhan**

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

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

**Procurement:**

* Prepare Microplan & Work Plan for Field activities.
* Maintain & Update Dash Board
* Develop and implement data visualization strategies, including info graphics, 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.
* Ensure data quality and accuracy by implementing quality control measures, conducting regular data audits, and providing technical assistance to health facilities and other data sources as needed.
* Evaluate the effectiveness of data visualization strategies and recommend adjustments as necessary to ensure successful communication of key information and insights.

1. **Organization - Prime Foundation –Pakistan**

**Designation - HMIS Officer-SWTD LOWER**

**Duration - 19th Feb, 2016-15thNovember, 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 info graphics, 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.
* Ensure data quality and accuracy by implementing quality control measures, conducting regular data audits, and providing technical assistance to health facilities and other data sources as needed.
* Monitor and evaluate the effectiveness of data visualization strategies and recommend adjustments as necessary to ensure successful communication of key information and insights Reports.
* Preparation & Submission of DEWs Reports
* Compilation of MCDs & 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.

1. **Organization : Merlin**

**Designation : MIS 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 info graphics, 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.
* Ensure data quality and accuracy by implementing quality control measures, conducting regular data audits, and providing technical assistance to health facilities and other data sources as needed.
* Monitor and evaluate the effectiveness of data visualization strategies and recommend adjustments as necessary to ensure successful communication of key information and insights.
* Compilation in a timely manner of data collected for data entry from DTC, BHUs, RHCs and l hospitals regarding Health and Nutrition services to be entered into database (NIS).
* 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.

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

**Designation : Admin/Finance & Logistic Officer –USAID Funded**

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

**Procurement:**

* Preparation of bid documents & Collection of quotations from vendors Keeping KPPRA Rules & regulations.
* Ensuring that Procurement Rules & regulations are followed as per standard.
* Provide technical support on procurement.
* Float RFP/RFQ to the selected contractors & distribute Bid documents.
* Super procurement process at district level & ensuring that procurement standards are followed.
* Ensure & Organize local procurement & coordinate with team for local procurement.
* Ensure timely Supply of medicine, Equipments, Stationary ensuring all required documentation.
* Ensure market surveys; follow prices and quotation request when required.
* Ensuring Schedule of payments.
* Control the conformity of the goods upon supplier’s delivery.
* Make sure to always consider value for money having in mind quality and sustainability of the goods.
* Arranging regular meetings and briefing with the vendors to ensure the adherence of procurement guidelines.
* Maintain record of all purchase documents.
* Preparing Local purchase policy.

**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.
* Processing staff rahdari (Route permit) from Political Administration.MoU/NOC record.
* Supervise Support staff and make necessary roaster for office & field support staff.
* Maintaining cash book/Bank book.
* Preparation of financial documents/summary & submission to Head office on monthly basis.
* Preparation of staff payroll.

**Ware housing & Assets/Inventory Management**

* Maintaining Medicine store & Ware housing.
* Keep cleaning of warehouse & medicine store making daily & weekly schedule for cleaner
* To ensure that Stock register, bin card, way bills & requisition record is well updated.
* To ensure that all the assets & inventory records have been well updated& properly tags.
* Maintain proper Assets & inventory register updated well in time & ensure that all the Assets have been TAG.
* Report Asset incident report well in time
* Ensure Monthly & Quarterly Assets & Inventory Physical verification.

**Fleet and Transport**

* Ensure a proper fuel consumption follow up; collect and ensure the reconciliation of all documents regarding fuel consumption (fuel voucher, logbook, petrol station detailed invoice…) in the Field
* Keep a track record of vehicles and generators maintenance record. Ensure that drivers regularly follow the maintenance procedures and all the vehicles are in a good condition.
* Filling in the logistics/transport part of the weekly planning board.
* Supervise the drivers and ensure their adherence to the fleet management and security procedures and policies.
* Ensure the adequate filling of all documents.
* Timely report any relevant logistic information to the Logistician
* Arranging regular meetings and briefing with the drivers to ensure the adherence of security and logistics regulations.
* Verify vehicle log book on Monthly Basis.
* Maintain log book of Fuel record & Generator.
* Check vehicle condition and coordinate with the vendor regularly.

**HR duties:**

* Maintain Staff HR Data base
* Prepare Monthly staff Salaries at the end of each month
* Maintain record of staff attendance
* Maintain & update staff leave record
* Maintain record of staff personal files for office & field staff.

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1. **Organization : Merlin.**

**Designation : HMIS Officer-Charsadda**

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

**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 info graphics, 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.
* Ensure data quality and accuracy by implementing quality control measures, conducting regular data audits, and providing technical assistance to health facilities and other data sources as needed.
* Monitor and evaluate the effectiveness of data visualization strategies and recommend adjustments as necessary to ensure successful communication of key information and insights.
* Compilation in a timely manner of data collected for data entry from DTC, BHUs, RHCs and l 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

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**7 Organization : Merlin.**

**Designation : MIS officer Merlin DIKhan/Tank**

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

**Main 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 info graphics, 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.
* Ensure data quality and accuracy by implementing quality control measures, conducting regular data audits, and providing technical assistance to health facilities and other data sources as needed.
* Monitor and evaluate the effectiveness of data visualization strategies and recommend adjustments as necessary to ensure successful communication of key information and insights.
* Compilation in a timely manner of data collected for data entry from DTC, BHUs, RHCs and l hospitals regarding Health and Nutrition services to be entered into database-Nutrition Information system.
* Compilation in a timely manner of data collected for data entry from BHUs, RHCs and l 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.
* 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.
* Review and analyze data to graphically present utilization trends based on monitoring indicators.
* 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.

**8. Organization: SHELTER NOW INTERNATIONAL.**

**Designation : Finance& Admin Assistant (Training/Internship)**

**Duration : Jan-2009 to Nov-2009**

**Major responsibilities include the following.**

* Maintaining of cash books, ledgers and other documents
* Preparation of vouchers, day to day entries in Account books and maintenance of record of financial transactions
* Carry out review of source documents for the purpose of accounting
* Following the accounts policy issued by Finance Manager.
* Compilation of all the misc. bills, payments, like vehicle, utility etc. and their record
* Payment of utility bills
* Maintaining Roaster for staff.
* Ensure staff attendance.
* Maintain Generator & Vehicle Log book.
* Check office vehicle thoroughly & coordinate with Head office.

**Management Skills**

* Strong Communication Skills
* Planning & Strategy Developing.
* Self Motivation & Innovative
* Conflict Management.
* Team Player
* Ability to analyze problems and strategize for better solutions

**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,STATA, Power BI
4. LMIS Software (Logistic Management information system)
5. EPI Information system software.
6. HMIS.
7. HRMIS

**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

**References**

**Will be furnished on demand.**