

Shah Zeb

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📍 Moh Baqal Khail, Garhi Ismail zai, Garhi Kapura, Mardan



Education

BS Computer Science

Aug 2012 - Aug 2016

Diploma in Computer Networking

Sep 2015-Aug 2016

Fsc Pre-Engineering

Nov 2010- July 2012

SSC

Oct 2008 - Nov 2010

Abdul Wali Khan University, Mardan

Major Subject: Computer Science, Mathematics, Computer Networking

Technocrats Institute of Engineering and Technology Peshawar

Tameer-e-seerat International Education System, Mardan

Major Subject: Chemistry, Physics, Mathematics

Govt High Secondary School, Garhi Kapura, Mardan

Major Subject: Chemistry, Physics, Biology, Mathematics

Experience

Data Management Officer

Oct 2020 – May 2023

Directorate General of Health Services, Peshawar, Pakistan (UNICEF Supported) Department of Public Health

- Maintained COVID-19 Health care capacity and Occupancy Daily Reports, Weekly reports.
- Maintained COVID-19 Waste management system on daily basis.
- Improved COVID-19 Death's data by reporting over 6000 COVID-19 Deaths of KP, swiftly and accurately to NCOC.
- Provided regular support to logistic section to plan and distribute equipment of Public Health Lab (PHL) by providing insights.
- Developed and disseminated standardized reporting templates for use in reporting facilities and DHO offices.
- Improved quality of data through random checks of district-wise data for accuracy and completeness.
- Assisted the management to plan and develop strategies by using data and information as meaningful insights.
- Improved IPMS through customizations by regularly working with developers.
- Maintained excellent relationships with focal persons of districts and Health Facilities for coordination and cooperation.

MIS/Logistic Assistant
Oct 2019 – Sep 2020

Directorate Health services, Fata secretariat, District Khyber, Pakistan (UNICEF Supported)

- Ensure smooth reporting of MNCH, EPI, Nutrition & FP data on standard project formats to district health office, district administration and UNICEF office as per agreed timelines.
- Ensure that the communication flow from district to provincial office is maintained.
- Maintain the leave management system, ensure all leave records etc are properly maintained.
- Support District health office in day to day financial, accounting, administrative services pertaining to KPMD project.
- Maintain continuous liaison with field teams for timely collection, collation, analysis & reporting of project data with keen focus on accuracy & completeness.
- Assist provincial health office in conducting baseline/endline surveys and/or other studies, in close coordination with provincial DoH & administration.
- Maintain close coordination & liaison with district DHIS focal person for data management & information sharing.
- Perform regular analysis of the project data in reference to the Result Matrix/Log frame and give feedback to the field teams on course correction.
- Maintain regular supply of all required Stationery and reporting formats to the field teams.
- Ensure close tracking of medical supplies including CDK, NBK, medicine and nutrition supply from donor/partners.
- Support team leaders in preparation of the monthly MCD micro-plans and coordinate the availability and monitoring of vehicles (with proper maintenance of Log-books).
- Maintain supply chain for project supplies, with proper warehousing protocols in place.
- Use of stock registers, bin cards, GRN and other tools for supplies tracking.

MIS/Logistic Assistant
Apr 2019 – Jul 2019

Zia Masood Kiani & Co. (Chartered Accountants) (UNICEF Supported)

- Ensure smooth reporting of MNCH, EPI, Nutrition & FP data on standard project formats to district health office, district administration as per agreed timelines.
- Ensure that the communication flow from district to provincial office is maintained.
- Maintain the leave management system, ensure all leave records etc are properly maintained.
- Support District health office in day to day financial, accounting, administrative services pertaining to KPMD project.
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- Maintain supply chain for project supplies, with proper warehousing protocols in place.
- Use of stock registers, bin cards, GRN and other tools for supplies tracking.

Logistic Assistant
Nov 2018– Dec 2018

Network Supporter
Dec 2015 – Nov 2016

Internee
Oct 2015 – Dec 2015

National Nutrition Survey, Malakand, Pakistan
Khyber Medical University Peshawar

- Maintain close coordination & liaison with district Team leader for data management & information sharing.
- Maintain regular supply of all required Stationery and reporting formats to the field teams.
- Ensure close tracking of medical supplies from donor/partners and inform provincial office regarding replenishment needs well in time.
- Support team leaders in preparation of the micro-plans.
- Coordinate the availability and monitoring of vehicles (with proper maintenance of Log-books).
- Maintain supply chain for project supplies, with proper warehousing protocols in place. Use of stock registers, bin cards, GRN and other tools for supplies tracking

National Institute of science, Peshawar, Pakistan

- Collaborating with the IT department on the deployment and maintenance of network technologies.
- Enhancing intranet performance and creating internet domains.
- Testing the exchange of data between computers, servers, modems, and routers.
- Installing, configuring, and updating network software, as well as maintaining hardware and network devices.
- Performing diagnostic tests and repairs.
- Providing onsite or remote or technical support.

Pakistan Telecommunication Company Limited (PTCL), Mardan, Pakistan

- Installing and maintaining computer systems including software and hardware on desktops.
- Laptops, resolving internet and network access issues (both wired and wireless).
- Providing network printer support, meeting with staff to provide one-on-one technical assistance as needed/requested, providing.

Certificates

Microsoft Office
Aug 2011

MCSE (Training)
Mar 2015

CCNA (Training)
Sep 2015

WordPress
Jul 2016

Excel Skills for Data Analytics and Visualization
Nov 2022

Google Data Analytics Professional Certificate
Feb 2023

Al-Fallah Computer College & Technical Education, Mardan
Major: *MS Office, Excel, PowerPoint, Outlook*

Institute Of Computer Technology Mardan
Major: *Networking*

Institute Of Computer Technology Mardan
Major: *Networking*

KP Youth Employment Program (KPITB)

MACQUAIE University, Sydney, Australia (Coursera)

Google (Coursera)

Trainings

Oct 2018

National Nutrition Survey
Khyber Medical University

Awards & Honors

Appreciation Letter

March 2022

National Command and Operation Centre

Appreciation for contributions for the National effort against COVID-19

Best Performance Award

Feb 2022

Directorate General of Health Services, Peshawar

Director General Health Services paid tribute to the team for their resilience and determination in this COVID- 19 emergency situation and distributed certificates of appreciation.

Appreciation Certificate

2015

Govt Post Graduate College Mardan

Design Database Project in 5th Semester of BS Computer Science for Govt Post Graduate College Mardan.

Appreciation Certificate

2014

Govt Post Graduate College Mardan

Design Networking Project in 4th Semester of BS Computer Science for Govt Post Graduate College Mardan.

Additional Skills

Team leading, Planning
Good documentation skill
Good Communication Skill
MS Office
Tableau
Microsoft Power BI
Data Analysis and Visualization

Typing speed 30 words per Minute
Computer Maintenance

Languages

Pashto
Urdu
English

References

Dr. Abdullah Khan


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KPMD Support Program
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Abdullahkhan.rph@gmail.com

Dr. Saima Tahir


Deputy Director Public Health
Directorate General of Health Services, KP
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Dr. Sohail Farooqi

Deputy Director Public Health
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 Moh Baqal khail, Garhi Ismail zai,
Garhi Kapura, Mardan