Shehryar Ahmed Qaisrani

Data & Field Coordinator

+92.315.8430302   rocksheri66@gmail.com   Other, Quetta, Pakistan

Summary

Experienced Professional witha demonstrated history of working in Non Governmental Organizations & Private Companies. 8 years of vast experience in multiple Organizations. Skilled in Microsoft Excel, Expertize in Monitoring & Evolution, Communication, Excellent Data Reporting and Data Mangement, Project Management, Team Management, Project Coordination, Multi Tasking and Problem Solving skills. Strong professional with a Bachelor of Arts - BA focused in Sociology, Political sciences from University of Balochistan.

Skills

رابطہ کاری | Written Communication Skills | Writing Skills | Willing To Do Field Work In Areas Assigned | Web Based MIS | Vendor Management | Understanding of Statistical Data | Typing Speed | Typing | Twitter Knowledge | Troubleshooting Skills | Troubleshooting | Training Facilitation | Training and Capacity Building | Tools Development Skills For Emergency Response | Time Management | Technical Documentation | Team Player | Team Management | Tbricklaying | Talent Acquisition | Supervision Skills | Supervise MEAL Teams | Student Affairs Managemment | Structural Draft | Strong Presentation Skills | Strong Coordination Skills | Strong Coordination And Writing Skills | Strong Communication and Coordination Skills | Strong Attention To Detail | Strong Analytic Skills | Strong advocacy skills | Stress Management | Strategies | Stock Control | STATA | Stakeholder Management | Staff Services Management | SPSS | Special Effects | Software Proficient | Software Handling | Software Documentation Maintenance | Social Welfare Management | Social Networking | Social Mobilization Skills | Social Mobilization | Social Media Moderation | Social Media Marketing | Social Media Command | Skills of Developing Frameworks | Security Principles | Sales Strategies | Sales Management | Sales Growth | Safeguarding | Risk Management | Risk Compliance Management | Research Skills | Research Information Management | Representation And Coordination Skills | Reporting Skills | Reporting and Recording Skills | Reporting Abilities | Reporting | Report Writing Skills | Report Writing | Relations Management | Record Keeping | Receptionist Task Management | Reasrch and Development | Quality Control Processes Command | Quality Control Knitting | Quality Control Cutting | Quality Control and Data Validation | Qualitative and Quantitative Indicators | Public Private Liasoning | Proven Track Record To Meet Deadlines | Proposal Writing | Project Team Management | Project Reporting | Project Management Plan | Project From Scratch | Project Development | Project Cycle Management | Project Coordination | Project Analysis | Project Administration | Program Management Skills | Program Coordination | Program Administration | Proficient in Computer | Presentation Skills | PR Campaign Management | Policies | Planning and Management | Periodic Reporting | Pen and Paper Personal Interviews | Organization Skills | Organised

Experience

Dec 2023 - Present

Data & Field Coordinator
DOPASI Organization for Sustainable Development (Dopasi Foundation), Quetta, Pakistan
Data Collection and Management

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- Collaborate with traders, pharmacies, and relevant stakeholders to optimize data collection processes, ensuring alignment with Monitoring and Evaluation (M&E) activities.
- Develop and implement effective data collection methodologies and tools for comprehensive information gathering.
- Conduct regular visits to traders, pharmacies, and key stakeholders to uphold data quality standards and adherence to reporting protocols.
- Establish and enforce data validation and verification procedures to uphold the integrity of collected data.

Data Analysis and Interpretation

- Utilize statistical tools and software to analyze data, identifying trends, patterns, and insights related to project operations.
- Generate meaningful reports and present data analysis findings to stakeholders, including management and relevant teams.
- Engage with stakeholders to address data-related issues, ensuring effective data sharing and interpretation.

Monitoring and Evaluation (M&E)

- Design and implement M&E frameworks to evaluate the efficacy of pharmaceutical programs and initiatives.
- Develop performance metrics and indicators to assess program outcomes and impact.
- Conduct regular monitoring of program progress, performing SWOT analysis to identify strengths, weaknesses, opportunities, and threats.
- Provide actionable recommendations based on M&E findings to enhance program performance.

Reporting

- Prepare comprehensive reports on data analysis and M&E results, including actionable recommendations for program improvement.
- Ensure timely submission of reports to management and relevant stakeholders.
- Collaborate with cross-functional teams to integrate M&E findings into overarching organizational strategies.

Additional Tasks
Prepare field officers' areas and manage their attendance.
Register pharmaceutical IDs efficiently and maintain accurate records.
Coordinate and lead field staff, providing guidance on project activities.

Oct 2023 - Nov 2023

Data & Field Management Officer
DOPASI Organization for Sustainable Development (Dopasi Foundation), Quetta, Pakistan

Working on implementing the ETB application and its use in Balochistan province through pharmacies to track and notify the cases of TB patients which exists but not notified to Provincial TB Control Program Balochistan.The objective of this project is to facilitate the Government of Pakistan in its political commitment to strengthen the existing national Stop TB Partnership. DOPASI Foundation highlighted the need for bold measures, strategic investment & key stakeholder engagement such as CSOs, TB survivors, celebrities, media, journal.

- **Roles and Key Responsibilities**

Support the monitoring and evaluation of project activities at the field level, ensuring that monitoring schedules are met as per the detailed activity plan, and that adherence to systems for quality project implementation are strengthened.

1. Compile project information and data as per project requirements and contribute to the preparation of reports.
2. Support the development and oversight of data collection and analysis tools and data management systems, including the design of these tools. Ensure that these solutions meet the needs of all team members, including program management.
3. Strengthen data quality and program quality through data review and cleaning, information management and version control, and data quality checks and assessments.
4. Coordinate communication and facilitate information sharing among the project team and project beneficiaries at the community level to assist local partners in strengthening their monitoring systems and accountability to participants and communities.
5. Support actively seeking and responding to feedback from all members of targeted communities and other stakeholders as defined by the Feedback.
6. In coordination with the project team support MEAL-related capacity building events for community representatives.
7. Contribute to project learning by preparing data for quarterly and annual reflection events and supporting learning to action discussions and after-action reviews.

Nov 2022 - Sep 2023

Provincial Data Officer
Azat Foundation, Quetta, Pakistan

- **Working on Benazir Nashonuma Project Funded by WFP in 4 Districts of Balochistan i.e. Washuk, Kech, Awaran, Noshki.**The programme aims to address stunting among pregnant and lactating women (PLW) and their children less than 2 years of age.

Essential responsibilities of the Position

- Acting as a focal point for all tasks related to data management System
- Contribute to development and maintenance of database when and where required
- Ensuring availability of data collection and reporting tools including, Registers, pads, reporting formats, form etc
- Ensuring timely submission of daily/weekly/monthly/quarter to the district, provincial and country office.
- Managing and overseeing the data collection practices and ensuring quality of data at all level.
- Collating, Analyzing and interpreting data generated on regular basis and sharing the findings with decision maker.
- Analyzes daily/weekly/monthly data and produce high quality narrative reports with graphical and statistical presentation.
- Providing technical support to the data management staff including Service delivery staff, field team and other staff involved in data management.
- Will ensure, data management staff receive adequate training, mentoring and coaching.
- To Give daily/weekly/monthly feedback on quality of data to the relevant service providers and other staff involved in data management.
- To Technically review project data quality, project monitoring reports and ensure periodic data validation.

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- Liaise with data management staff including service providers to timely collect data needed for daily, weekly, monthly, quarterly/annually reports.
- Archive the data collected
- Protect security of data and ensure confidentiality are maintained
- Undertake any other task assigned by the line manager

Technical Support and Quality Assurance

1. Collate and cross validate the project data for inconsistencies before transmission to the district, provincial and HO on required format.

- **Coordination & Representation**

Data Management Officer
Strengthening Participatory Organization, Quetta, Pakistan

Supporting the DFS and RC in reviewing monthly work plans and monthly and quarterly project reports

Ensuring that the data is recorded and reported correctly on the prescribed formats and is submitted timely to the PR. Coordination with RC and DFS in this regard and conducting field visits as required

Validating the data reported by the DFS

Timely updating data management tools for the project given by PR

Generating monthly, quarterly and as required reports from the database/MIS

Coordination with PR unit and DFS to ensure that database is updated regularly and updated information is provided to the PR unit.

Providing day to day guidance to DFS for quality data management

Providing technical support to the DFS and other project staff in quality data management

Conducting regular field visits for the purpose of data quality assurance

Conducting periodic data quality audits and other related assessments/reviews in coordination with PM

Working closely with RC for the development of quarterly progress report, PR and other reviews

Collection and reporting age and sex disaggregated data on quarterly basis to the PR

Preparation of graphic presentations for internal and external meetings

Managment of TB Sputum Transportation Dashboard and generation of reports

Coordination with Field Teams for any discrepancies in the data of TB Sputum Transportation

Creating User IDs, Clusters, and Rider Profiles for the Riders App of TB Sputum

Transportation

Sharing weekly/monthly reports with program team on progress of TB Sputum Transportation

Ensuring implementation of SR policies and procedures at all levels and follow SRs safety and security protocols at all times

Oct 2020 - Apr 2021

Data Manager
MERF Pakistan, Quetta, Pakistan

- Reporting Of Data Entry Operators
- Data extraction
- Data verification
- Record Maintaining of Field Staff & Data Entry staff
- Reporting of Maintain information on Daily & Weekly basis
- Software Updating fixing Bugs
- Data Cleaning Error Fixing
- Excel proficiency
- Direct Reporting to World Bank U.S Census & Survey
- Working as a Bridge between field and Data Entry

Nov 2018 - Aug 2020

Data Verification Associate
micromerger, Quetta, Pakistan

- Data Entry
- Data extraction
- Data verification
- Data Mining
- Excel proficiency

Nov 2016 - Oct 2018

Assistant Manager
PTCL, Quetta, Pakistan

- Generate all secondary sales reports of

1. Sales officer
2. Seniors sales officers.
3. Claims Reports of All Distributors over Baluchistan

- Monitoring of all sales and seniors sales officers,

All other Expense reports of

1. Tour,
2. Petrol
3. Hoteling Etc.

- Maintaining Daily attendance of Staff, generate monthly reports and share with Head Office.
- Direct Reporting to head Office Quetta.

Education

2019 ○ **University of Balochistan**

Bachelors in Arts , Bachelors in Arts

Sociology,Political Sciences

Percentage: 51%

2016 ○ **Balochistan Board**

Intermediate/A-Level , F.Sc (ICS)

Computer Sciences

Percentage: 54%

2013 ○ **Army Public School Al Hadid**

Matriculation/O-Level , Matriculation

Computer Science,Mathematics,Physics

Percentage: 59%

Projects

ETB Wave 9 SU Balochistan

https://www.dopasi.org/projects/pakistan%E2%80%99s-first-tb-notification-mobile-application-%E2%80%9

DOPASI Foundation made a technological breakthrough by successfully designing, developing, and launching a multi-platform mobile application to trace, notify and follow-up persons affected by Tuberculosis through collaboration with pharmaceutical manufacturing associations and private pharmacies in the province of Punjab. Under this project, Pharmacies and medical stores are enrolled on the app and are provided access to training videos with continuous follow-up support ensuring that they notify all people who are purchasing TB medication.

This intervention is designed to identify over 24000 missing persons affected by TB in the 4 urban districts of Punjab. It has resulted to be the most cost-effective model in the country for the notification of persons affected by TB seeking care in the private sector. As a result, there has been a 24 increase in case notification and follow-up in the implementation districts from the first quarter.

After successful phase in Punjab it is initiated in Balochistan in September 2023

Benazir Nashonuma Programme

https://www.bisp.gov.pk/Detail/YjAyMjI5ZDQtMTVkOC00YTNlLWE5NjctMjA1NTYwN2JhOTE3

Background and Objective

Pakistan's high rates of malnutrition (40.2% stunting, 28.9% underweight, and 17.7% wasting) are indicative of an on-going child nutrition crisis. Such levels of malnutrition rank Pakistan the second-highest burden country in the region. The first 1,000 days of a child's life are a window of opportunity to lay a strong foundation for later achievements. This timeframe is a period of enormous change characterized by a high degree of plasticity in the child's neurological development. Investments in the early years of life are the foundation of human capital, and human capital is a key driver of economic development in the modern economy.

To address the stunting prevention during the first 1000 days window of opportunity, BISP has designed a Conditional Cash Transfer intervention to increase the uptake of Health and Nutrition services of its beneficiaries. The design of Nashonuma Programme was approved by the Technical Design Committee of the BISP Board and was reviewed by the BISP Board during its 34th meeting.

Aim of the Programme

The programme aims to address stunting among pregnant and lactating women (PLW) and their children less than 2 years of age through the provision of additional cash of PKR 2,000 per quarter per PLW and boy child and PKR 2,500/- per quarter per girl child of BISP beneficiary families. In return, mothers must commit to attending regular antenatal health

checks and awareness sessions during pregnancy, consuming specialized nutritious food (SNF), and taking their children for immunization and regular health checks.

Tuberculosis TB Dots

Working on Tuberculosis (TB DOTS). Reporting and Maintaining the Data of 6 districts of Balochistan Province i.e Pishin, Panjgur, Lasbela, Jaffarabad, Kech & Sibi. The project is to end TB and make TB free Pakistan. Donor of Project is Global Fund where as Partner with Mercy Corps Int. Close coordination with Provincial TB Program & National TB Program. Working on MIS of Mercy maintaining sputum transportation dashboard.Review of Tb 07 and 09. MPR preparation. Maintaining record of All districts GPs, Paramedics and Lab technicians.

Quetta Urban Survey

This project addressed Sustainable cities and communities.The Dynamic Census helped extend the coverage of conventional population statistics. It facilitated the capture of data for marginalized populations, such as those residing in informal settlements and floating populations. Because the size and economic impact of such populations were not negligible, improving the understanding of their conditions is crucial for effective developmental intervention

Micromerger

MicroMerger (Pvt.) Ltd works closely with the UN, government and non-governmental organizations with key focus on humanitarian and development sectors including emergency response, health and education systems, water and sanitation, microfinance and gender.

Languages

English	**Balochi**	**Punjabi**	**Pashto**
Expert	Beginner	Expert	Intermediate
Saraiki	**Urdu**		
Expert	Expert		