

SUMAIR UL HAQ



BASIC INFORMATION

House# 563, Abu turab colony, Gulber#1,, Cantt,Peshawar, KPK,, Pakistan.
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OBJECTIVE

To serve an organization where people have a common vision towards the success. To compete fairly on the basis of good education having teamwork, creativity and honesty. My mission is to get the best out of my work and to do the best to attain my goals. To enter into a dynamic professional career where I could work in a competitive environment.

EXECUTIVE SUMMARY

- 4+ years experience of Data Analysis.
- 3+ years experience at Emergency Response Unit by Bill & Melinda Gates Foundation.
- Experienced in plan and strategy making.
- 5 years of experience of working in team and coordinated activities.
- Worked in tense conditions to meet organizational goals.
- 6 months of Network assisting experience.
- Providing application training and support to end users.
- IT Support to the whole team and organization.
- Good interpersonal communication and analytical skills.
- Expert in MS Office Suite, Google Data Studio, Tableau, QGIS

EMPLOYMENT HISTORY

Chips Training and Consulting (CTC-ERU) Data Assistant	1 July, 2023 - Till Date
Professional Employers Private Limited (PEOPLE - ERU). Data Support Officer	11 March, 2022 - 30 June, 2023
Emergency Response Unit (ERU) Peshawar Data TTM/Assistant	20 July, 2020 - 10 March, 2022
MicroMerger IT Solutions Pvt (Ltd.) DEO	15 March, 2019 - 30 June, 2020
Comdex IT Solutions Peshawar Network Assistant	2 April, 2018 - 2 October, 2018

WORK EXPERIENCE

Network Assistant

2 April, 2018 – 2 October, 2018

Comdex IT Solutions Peshawar

Assisted in testing and the installation of network devices. Configured and installed various network devices and services (e.g Routers, Switches).

DEO

15 March, 2019 – 30 June, 2020

MicroMerger IT Solutions Pvt (Ltd.)

- Prepared, compiled, and sorted documents for data entry.
- Verified and logged receipt of data.
- Transcribed source data into the required electronic format.
- Data Visualization.
- Documentation.
- Data Presentation.

Data TTM

20 July, 2020 – 10 March, 2022

Emergency Response Unit (ERU) Peshawar

Worked on data analysis and data compilation.

Duties & Responsibilities:

- Updation and follow-up on Morning report during campaign with UC level monitors.
- Supervision on UC Monitors Daily feedback report during campaign.
- Identifying and making logs of Campaign Issues and sending reports to DDPO for further actions.
- Supervision of UCPOs, UCDOs and UCCOs regarding data cleaning, data validation and data management.
- Follow-up with UC staff for submission of data for reports.
- Maintain datasets of CBV UCs in the assigned district.
- UC level data collection and compilation on key indicators to generate pre, intra and post campaign report.
- Collection of data for campaign planning from UC level for onward submission.

Data Support Officer (DSO)

11 March, 2022 – 30 June, 2023

Professional Employers Private Limited (PEOPLE)

Worked on documentation and data analysis on complex and large data sets.

Duties & Responsibilities:

- Working on data for designing, developing and maintaining dashboards and reports providing actionable analysis related to the organizational services.
- Updation and follow-up on Morning report during campaign with UC level monitors. Supervision on UC Monitors Daily feedback report during campaign.
- Identifying and making logs of Campaign Issues and sending reports to DDPO for further actions. Supervision of UCPOs, UCDOs and UCCOs regarding data cleaning, data validation and data management.
- Follow-up with UC staff for submission of data for reports.
- Maintain datasets of CBV UCs in the assigned district.
- UC level data collection and compilation on key indicators to generate pre, intra and post campaign report. Collate and analyze campaign data, monitor feedback from UCs and generate daily CBV monitoring updates during campaigns.
- Guide and on job train CBV staff on reporting tools.
- Collection of data for campaign planning from UC level for onward submission.

Data Assistant

1 July, 2023 – Till Date

Chips Training and Consulting (CTC-ERU)

Currently working on Data Analysis, Data Visualization, and Data Compilation using different tools i.e. Office Suit (Excel, PowerPoint, Word etc.), Google Data Studio, Tableau, QGIS.

Responsibilities:

- Provide overall support on management, maintenance and review of the current data flow and

information systems in CBV implementing district. Develop procedural documentation to support efficient, high quality data collection from the field.

- Develop and maintain mechanisms for timely and accurate submission of data from UC and Area level staff of campaign data to Data Support Centre (DSC) and DPCR, IDIMS.
- Compile, analyze, generate and share pre campaign, during campaign and post campaign reports in specific formats (NEOC Endorsed Formats currently simplified data tools).
- Coordinate with DSC to ensure all data is received from the field on time.
- Prepare comparative analysis of vaccination coverage, missed children and other trend analysis. Generate daily coverage and monitoring feedback reports during the campaign cycle.
- Provide field-based orientation to UCOOs and CBV/SMT field staff about reporting formats, data flow and recording systems and CBV documentation standards regarding data requirements, data entry, analysis and release of information and confidentiality.
- Analyze UC data on agreed indicators and share the report with relevant UCOOs and AS's.
- Support DEOC and UNICEF in gathering of the specific data, compilation, analysis and onward sharing.
- Generate reports on CE / Communication activities in close coordination with UCO Communications and Communication Support Officers (seconded at DEOC/PCR).
- Coordinate with Data Support Centre, CBV/SMT and COMNet Staff, D&PEOC Information Management Focal Persons of D&PEOC, WHO and UNICEF to prepare and disseminate compiled district and provincial level analytical reports and making data analyses and products accessible and available. Ensure the DSC and IDIMS datasets are aligned. Compilation forms to be signed off by the incumbent of the assigned union councils prior to sharing it with DSC and DEOC.
- Analyze data, prepare campaign analytical reports in time and share with DEOCPCR and UNICEF.
- Spot check missed children logbook, communication / CE data and child registration logbook of the assigned district and union councils. Collection of PEI activities data from UCs for onward submission at district level.

EDUCATION

Bachelor of Computer Science (Hons.)

December, 2011 - April, 2017

Institute of management sciences Peshawar.

OTHER SKILLS

Monitoring, Evaluation & Reporting.

Data Collection and analysis.

Dashboard Creation and Designing (Tableau, Google Data Studio).

Quantum Geographic Information System (QGIS).

Real time reporting.

Good Communication Skills & Public dealing.

Good Management Skills.

Team work approach.

Presentation Skills.

Basic Networking Skills.

INTERESTS

- Content Writing.
- Computer Systems.
- Computer Games.
- Social Media.

CERTIFICATIONS

- Prevention of Sexual Exploitation and Abuse (PSEA) by UNICEF
- Emergency Operation Centre Khyber Pakhtunkhwa (EOC-KP) Award Certificate.
- Rotary International Award Certificate.

REFERENCES

Dr. Naveed Khursheed

District Peshawar Polio Officer -
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Dr. Kifayatullah

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