**Yasir Ahmad**

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**SUMMARY**

A qualified (MS Computer Science) and multitalented Professional with strong IT, Data Analysis, and Reporting Skills, having and blend of Experience with Different National and International Organizations have the skills to use appropriate technical tools and methodologies and can compile statistics data and analysis. Hands-on and demonstrative experience with Different software such as KOBO, SPSS, EPI Info, Nutrition Information System (NIS), Health Information System (HIS), DHIS2 (COMET), and power BI software which are the main tools for Nutrition and Health data keeping and reporting, with full command on MS Office tools as well.

**CORE SKILLS**

* Data Collection Tools Development Data Compilation & Analysis
* Statistical Reporting Quantitative Reports Generation
* MIS Management Data Management
* All Office Application Software Computer Software and hardware Installation
* Effective Communication Skills

**EXPERIENCE SUMMARY**

1. **MIS Officer** Relief International Peshawar Pakistan Jan 2020 till Present.
2. **Cash transfer Officer/Acting MIS Manager** (Relief) IRC (international rescue committee Peshawar KPK Pakistan Jan 2019 to Dec 2019
3. **HIS officer (FP-PAC)** International Rescue Committee Peshawar Kp Pakistan Sep to Dec 2018
4. **Data analysis/Research officer** IRC (international rescue committee Peshawar Kpk 2th March 2018 to Aug 2018.
5. **HIS/NIS Officer** MERF Peshawar KPk October 2016 to 31st December 2017
6. **MIS Assistant** MERLIN Nowshehra/Peshawar KPk October 2013 to 29 February 2016.
7. **MIS Assistant** MERLIN Charsadda Kpk October 2010 to October 2011
8. **Assistant admin network and system officer** SNGPL (Sui northern gas pipeline limited Peshawar KPK Pakistan 1st January-2010 to 31 March 2010.

**EDUCATIONAL QUALIFICATION**

**MSCS Computer Science Islamia College Peshawar 2013 – 2016**

**MCS Computer Science NWFP Agriculture University, Peshawar 2006 - 2008**

**TRAINING ATTENDED**

* Three days training on power BI in Peshawar by IRC (Nov-2018).
* Three days training on ENA & EPI-INFO in Peshawar by UNICEF (Nov-2013).
* Three days training on GHIS (Global Health Information system (Merlin Initiative)) in Islamabad Merlin Office by Merlin August 2011.
* Three days training on HIS (Health Information System) in Islamabad Merlin Office by Merlin October 2010
* Three days training on NIS in Peshawar Merlin Office by Merlin October 2010
* Conducted different sessions (MCH, EPI, and Morbidity) about data collection and reporting formats for EPI vaccinators LHWs/LHVs (2010-2015).

**PROFESSIONAL EXPERINCE DETAILS (ROLES AND RESPONSIBILITIES)**

 **MIS Officer (KP)**

**Job Summary:**

Support program in data management, analysis and reporting of multiple projects and activities, studies and researches

Regularly collect and update the information on programmatic 'response and develop databases, software solutions and reporting formats for baseline, end line and other data management in consultation with the supervisor.

Prepare summary reports of all related activities while reflecting on the key outcomes of the discussions and their impact on program. Support quality implementation and program development through timely and accurate information and data analysis

Where appropriate, liaise with the management and assist in data collection while ensuring that the purpose and use of all data collected is clear whilst ensuring that questions are simple, clear, collectable and easily collectable as well as organize and manage the data input and initial analysis and presentation of data. Work closely with the M&E staff to design a database to help in the entry and analysis of all project related data.

Design web-based data entry forms to enable data entry from remote locations. Ensure the database tables are coded for validity and referential integrity. Design and generate crystal reports as defined by the line Manager.

Understand the requirements to define keys and indices to enable easy on-line queries and analysis. Maintain database systems and procedures through regular checks of the system to ensure effectiveness, and take any necessary remedial actions to correct in case of shortcomings

1. **Cash transfer Officer/Acting MIS Manager (Relief)**

Location  **Job Summary:**

Support the Implementing Partner (IP) field team in the identification, assessments/verification of the CCG/CFW beneficiaries of the project. Coordinate with IP field team in timely implementation of cash component of the project. Provide technical guidance to IP field team. Conduct regular field visit to ensure quality implementation. Prepare payments sheets of the beneficiaries for payments through mobile transfer or other distribution mechanisms. Keep records and manage documentation of all the transactions and related documents. Keep track records of the payments. Develop and share reports of the transactions to the senior managers. Compute and record total of transactions. Keep periodic balance sheets of amounts and numbers of transactions.

1. **HIS officer (FP-PAC)**

Location **Job Summary:**

Collection and compilation of FP PACE data in a timely manner from IRC supported health facilities by ensuring data quality standards. Analyze collected data and convert it into value added information according to project indicators. Review and refine data collection and verification processes and procedures to ensure that all desirable elements of data are captured by the system.

Ensure data verification on need basis. Update and validate FP PACE data on COMET and report data entry issues. Upload verified data through DHIS2 data capture mobile app. Review and analyze data to graphically present utilization trends based on monitoring indicators. Perform other relevant tasks as required in support of processes for strengthening data analysis. Produce reports for specific needs aimed at enhancing efficiency, effectiveness and reliability of the decision making protocols. Support Assistant HIS Manager on report writing. Perform other tasks/duties assigned by the supervisor. Deliver on job / formal training's on improving data quality and record keeping to all project/relevant staff. Support Assistant HIS Manager in DHIS2 Mobile App training.

Provide support in updating training and inventory databases. Provide technical support to LHV for troubleshooting.

1. **Data analysis/Research officer**

Location **Job Summary:**

Review data for completeness and accuracy and ensures quality by identifying and resolve inconsistencies in the data using COBO. In close coordination with Senior Knowledge and Learning Manager and other relevant Officials. I performed the following tasks, Ensure MFA reporting on time to MEAL team, Ensure the confidentially of all files and data as per IRC standards, Cross check data with hard tools and correct errors, Report any logical error or missing data to relevant staff, On need basis to be a part of Database development process, Backup Cash Research data on daily basis as per standard procedures, Conduct monthly reviews of data collection forms to ensure all hard copy files are up to date, entered in the database and chronologically filed, Communicate with implementing partner field Staff, in various activities regarding Data Collection and if any errors noticed in hard forms & verification of records, Assist senior knowledge and learning manager and other staff in creation of brief, concise and direct reports and Power Point presentations in order to convey findings to the stakeholders in an efficient and professional manner**,** Support the creation of informative data visualizations**,** Identify, analyze, and interpret trends or patterns in complex data sets**,** Monitor and supervise Post Coding mechanism**,** Filter and “clean” data, and review reports, variables to locate and correct code problems.

1. **HIS/NIS Officer**

Location  **Job Summary:**

Collecting and compiling of PHC and Nutrition data in a timely manner from MERF supported health facilities by ensuring data quality standards. Analyzing collected data and convert it into value added information according to project indicators. Reviewing and refining data collection and verification processes and procedures to ensure that all desirable elements of data are captured by the system. Ensuring data verification on need basis. Updating and validating PHC and Nutrition data. Upload verified data to NIS and HIS Data Bases. Share monthly 4Ws report with UN agencies.

Performing other relevant tasks as required in support of processes for strengthening data analysis. Deliver on job / formal trainings on improving data quality and record keeping to all project/relevant staff. Providing support in updating training and inventory databases. Providing support for Stock outs in facilities and field visits reports.

1. **MIS Assistant**

 **Job Summary:**

Ensured daily, weekly and Monthly reporting of PHC and nutrition data to regional office. Ensured staff regular attendance and coordinate duty Rota implementation. Managing the IT and administrative needs of camp based health facilities.

Timely communicated staff issues with the regional management. Ensured smooth functioning of reporting system between Field Hospitals and regional office. Provide administrative support and HR services in field health facilities. Ensured that the communication flow to Regional office is maintained. Represent Merlin field staff and closely works together with MoH and Camp management staff. I was maintaining all the required supplies (Stationary, reporting formats and IT equipment’s) to the field staff. Share monthly 4Ws report with UN agencies. DEWS reports were shared on weekly basis with UN agencies. Other tasks as designated by the Line Manager

1. **MIS Assistant**

Job Summary Same AS Above on S.No 6

1. **Assistant admin network and system**

Location **Job Summary:**

Daily keeping backup of servers on magnetic tape. Manage Troubleshooting in LAN network. Responsible for daily problem solving out in installed Router, printer, Scanner, Switch, Wireless Device and other network related devices.

**SURVEY AND ASSESSMENT**

* 1. MERLIN International Kpk Pakistan Data Encoder KPC (Knowledge Practices Coverage Survey ENA, EPI info Data entry, analysis, and communication with staff for cross checking on daily basis.

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Trainings Received