

# Zaka Ullah

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## BRIEF PROFILE

Disciplined and insightful Data Analyst with IT Background having 9 years of total experience including (8 years with the Health Sector) in National & International organizations working on Database, Data Analysis, Advocacy, Social Mobilization and Communication. Currently, managing and leading a team of 12 employees.

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## EDUCATION

**Bachelor's in computer sciences BSCS (Gomal University DIKhan) 2011-2015**

Computer Science, Grade/Div: 1<sup>st</sup>

**F.SC (BISE DIKhan) 2007-2009**

English Elective, Grade/Div: 1<sup>st</sup>

**S.S.C (BISE DIKhan) 2009-2011**

English Elective, Grade/Div: 1<sup>st</sup>

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## PROFESSIONAL EXPERIENCE

**Micro Merger (Nov 2023 Current, D I Khan),**

***Research Analyst, ICIM Provincial Office KPK***

- Prepare weekly, monthly, and quarterly reports for internal and external communication to key stakeholders and partners, including briefing materials, PowerPoint presentations, reports, and letters.
- Provide clear, concise, and informative analyses and insights for key partners.
- Synthesize epidemiological and surveillance data, track and analyze polio program activities, and monitor the impact of activities on eradicating polio.
- Conduct quantitative and qualitative data analysis, managing large amounts of data from polio administrative coverage data and other sources.
- Identify, review, and synthesize data and information from published literature and web-based resources on various public health topics.
- Produce relevant data visualizations and written summaries for a range of audiences, including policymakers, government officials, polio program stakeholders, and others.
- Conduct qualitative research, such as key informant interviews and focus groups, and analyze and synthesize findings.
- Coordinate research activities, including scheduling and organizing focus groups, community forums, and advisory meetings.
- Contribute to writing and editing reports, presentations, manuscripts, meeting materials, and other deliverables for multiple audiences.
- Supervise data manager and data analyst to support literature reviews, data entry, and analysis, as necessary.
- Develop and implement data quality assurance processes to ensure accuracy and reliability of research findings.
- Collaborate with cross-functional teams to design and execute research studies that address key programmatic questions and objectives.
- Provide training and mentorship to team members on research methods, data collection, and analysis techniques.

**Chip Training & Consulting (September 2016-March 2021),**

**PEOPLE (Pvt Ltd) (Apr 2021- November 2023, D I Khan)**

***Union Council Communication Support Officer (Polio Eradication Initiative)***

- Managed and maintained UC-level data records in an online Management Information System, ensuring data accuracy and accessibility.
- Provided critical support to the UCMO of assigned UCs Muryali in various capacities, including data analysis, coordination among stakeholders and the community, microplanning, trainings, EPI, and refusal conversion.
- Conducted in-depth data analysis to identify clustering trends, and actively contributed to strategizing measures for trend increase and decrease.
- Presented comprehensive post-campaign analyses of the assigned UC, Muryali, at the district level, showcasing the effectiveness of implemented strategies.

**PEOPLE (Pvt Ltd) (16 August 2023- September 2023, D I Khan)**

***Acting Data Support Officer DSO (Polio Eradication Initiative)***

- Diligently handled daily data compilation tasks, ensuring the accuracy and completeness of essential records.
- Regularly reported on Community Engagement (CE) data, analyzing trends, and providing valuable insights.
- Conducted detailed data analysis to categorize and manage refusal cases, contributing to effective refusal conversion strategies.
- Actively participated in data support functions, including the timely upload of data in the Information Data Management System (IDIMS).
- Collaborated with teams to maintain data integrity and timeliness, enabling smooth program operations.
- Supported the Polio Eradication Initiative through essential data management, contributing to its overall success.
- Created and delivered informative PowerPoint presentations to convey critical data insights and program updates.

**Chip Training & Consulting (July 2020- August 2020),**

***Acting District Health Communication Support Officer (Polio Eradication Initiative)***

- Developed Strong coordination at District, Tehsil and Union Council Level with all the stakeholders to improve the quality of campaign.
- Developed plans for interpersonal communication (IPC), counseling sessions with chronic refusal households and community influencers based on data analysis and Challenge mapping.

**WHO (April 2015- September 2016, DIKhan)**

***Temporary Tehsil Monitor (Polio Eradication Initiative)***

- **Precampaign (Before the start of Polio Campaign):**
- Validated micro-plans and trained frontline workers.
- Organized UC meetings and engaged communities.
- Conducted risk profiling and ensured readiness.
- Developed a monitoring plan based on risk profiling.
- Validated Union Council readiness.
- **Intra-campaign:**
- Shared morning reports, supervised, and focused on refusal conversion.

- Conducted household surveys and managed data.
  - **Post-campaign:**
  - Conducted assessments, supported AFP Surveillance.
  - Ensured stool collection and contributed to immunization efforts.
  - Participated in "Measles" and IPV campaigns.
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## Training and Workshops

- I attended the training on Community Mobilization by CTC.
  - Participated in the training on "Report Writing and Documentation" by CTC.
  - Workshop on Communication for Development by UNICEF.
  - Training on Essential Immunization by EPI.
  - Training on Communication, its type, and Communication Cycle by DOC.
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## Behavioral Skills

- Good interpersonal, oral, written, and analytical skills.
  - Motivated to meet stringent deadlines.
  - Good presentation and communication skills.
  - Ability to work with people from different sectors and domains.
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## Computer Skills

- Proficient in MS Office, Tableau, Database, Photoshop, CorelDraw. Email communication, Presentations.
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## Core Skills

- **Monitoring:**
  - Proficient in risk profiling for strategic planning.
  - **Data Analysis and Evidence-Based Decision Making:**
  - Expert in data analysis and utilization for evidence-based decision making.
  - Proficient in Excel for data analysis, including trend analysis (increase and decrease), pivot table analysis, basic formulas, and graphical chart representation.
  - **Communication & Presentation:**
  - Exceptional Interpersonal Communication (IPC) skills.
  - **Computer Proficiency:**
  - Adept at operating systems, with advanced expertise in MS Office, especially MS Word MS Excel and MS PowerPoint.
  - **Team Collaboration and Organizational Framework:**
  - Willingness to work within an organizational framework, fostering mutual trust and respect.
  - **Data Management and Analysis:**
  - Experienced in data management, processing, and retrieval.
  - Proficient in detailed data analysis and presentation using modern interactive methods and charts.
  - **Graphic Design Skills:**
  - Proficient in using COREL Draw for creating maps and vector-based designs.
  - I am skilled in designing posters and banners using ADOBE Photoshop for official purposes.
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## Interests

- Event management, Data Visualization, Swimming, Badminton