

Zaka Ullah

Ejazabad Muryali, Dera Ismail Khan, KPK (Pakistan) (+923435212494) zakilohani@gmail.com

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 3 employees.

EDUCATION

Bachelor's in Computer Sciences (Gomal University DIKhan) 2011-2015

Computer Science, Grade/Div: 1st

F.SC (BISE DIKhan) 2007-2009

English Elective, Grade/Div: 1st

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

English Elective, Grade/Div: 1st

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 (Nov 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- October 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