

JALAL SIKANDER

Data Analyst

CONTACT



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District Mardan, KPK



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PROFESSIONAL STATEMENT

Skilled data analyst with 6 years of experience in supporting project management teams in the development sector. Expertise in all phases of data analysis of large data sets from collecting, organizing, cleaning, analysing, visualization, and reporting. Proficient in using various visualization and reporting tools such as MS Excel, Tableau, Power Bi, Photoshop, Coral Draw and SPSS. Creative in finding solutions to the problems and implementing data modifications for optimal outcomes.

EDUCATIONAL QUALIFICATION

- Diploma in IT
CECOS University, Peshawar, 1 year
- Master in Islamic Studies
University of Peshawar, 2007 to 2009
- Bachelors (BA) in Sociology
Government Post Graduate College Mardan, 2005 to 2007
- Diploma in Commerce
Government Post Graduate College Mardan, 2001 to 2003

WORK EXPERIENCE

Programme Assistant - Database

UN World Food Programme - Islamabad

16th April 2022 to 5th April 2023

Responsibilities:

- Ensured the quality and accuracy of data entered into online software/portal by Cooperating Partners (CPs), conducting reviews, providing feedback, and identifying and fixing issues.
- Maintained a detailed logbook in excel to document daily tasks.
- Conducted reconciliation of bank reports and CP data.
- Managed large data sets of Food Assistance for Assets (FFA) and conducted analysis.
- Provided support to CP staff in data cleaning, validation, analysis, management, and reporting.
- Registered HHs data in SCOPE software.
- Maintained regular communication with CPs focal persons to provide day-to-day support and ensured timely adherence to data related deadlines as per Detailed Implementation Plan (DIP).
- Generated cash disbursement list in close coordination with CP data staff and ensured zero duplication in data.
- Updated the database on regular basis in close coordination with provincial offices staff.

Admin Assistant**USWA International Academy****1st April 2018 to 30th April 2020****Responsibilities:**

- Maintained Bookkeeping.
- Managed and organized daily office operations including greeting visitors, guiding students and parents about fee structures, class schedules etc.
- Maintained records of enrolled students including attendance, grades, personal information, and fees and ensured adherence to compliance standards.

Data Analyst**Centre of Excellent for Rural Development Peshawar (CERD), funded by UN WFP****1st Jan 2011 to 31st July 2011****Responsibilities:**

- Maintained a live data base, identified data errors, and made corrections.
- Conducted data entry, cleaning and analysis.
- Coordinated with WFP staff to report daily field activities like account opening on daily basis by various partner organizations.
- Assisted in designing data collection methods and techniques for the projects.

Data Entry Officer**Centre of Excellent for Rural Development Peshawar (CERD), funded by UN WFP****11 Jun 2009 to 31st Dec 2010****Responsibilities**

- Managed data bases ensured accurate collection, entry and cleaning of data within Excel spread sheets, and conducted data analysis.
- Maintained an activity log.
- Responded to data-related queries from partner organizations and donors.
- Carried out administrative tasks such as responding to queries, photocopying, filing, scanning and record keeping.

Community Mobilizer**Integrated Rural Support Program (IRSP) funded by UNICEF****19th November 2011 to 31st September 2012****Responsibilities:**

- Collected and consolidated baseline data around social, economic, and environmental indicators and created village profiles.
- Maintained close coordination with the field team, communities, and partners to ensure smooth project implementation.
- Provided assistance to field enumerators in data collection activities.
- Supported project team in organizing community meetings, workshops, and campaigns.
- Effectively resolved community conflicts on resource allocation within the project area.

Data Entry Officer**Marie Stope Society (MSS) Donor UK - Swabi****1st March 2009 to June 2009****Responsibilities:**

- Created data entry sheets.
- Managed data collected from the field.
- Established a system for easy retrieval of data files and relevant documents.
- Analysed data and prepared reports.

Community Mobilizer

Olası Khegara (O K) funded by UNICEF - Takht Bhai

January 2002 to December 2003

Responsibilities:

- Mobilized communities and prepared communities' participation and awareness plans.
- Held monthly meetings with community representatives.
- Distributed community awareness material.
- Formed staff committees to conduct sessions on health and hygiene.
- Facilitated training sessions on health and hygiene.
- Conducted need assessment for development sector projects.
- Maintained official records including community representative information, training sessions, target areas etc.

CERTIFICATIONS

- BSAFE Training, UNDSS
- Cyber Security Awareness Essentials
- Ethic and Standard of Conduct at WFP.
- Ethics and Standards of Conduct at WFP_ A Focus on our Practical Obligations
- Preventing and Responding to Abusive Conduct at WFP
- Why gender equality is good for everyone men included
- Prevention of Fraud, Corruption and SEA at WFP
- Sarhat Tourism Corporation Govt of Pakistan
- Computer Literacy Program
- Computer Networking Course
- NICOS Computer Course
- Social Mobilization Tools and Techniques for Pakistan Approach towards Total Sanitation

SKILLS

- Database Management
- Data Analysis
- Data Visualization
- MS Office including Excel, Word and Power point
- SPSS
- Power BI
- Tableau
- AutoCAD
- Photoshop
- In page
- Coral draw

LANGUAGES

English

Proficient



Urdu

Native



Pashto

Native

