

CURRICULUM VITAE

Saana Bibi

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Professional Summary

As a Data Analyst, Statistician, and Monitoring & Evaluation (M&E) Officer, I bring over seven (07) years of hands-on experience in various facets, including; Development of robust sampling methodologies, research tools, and survey data collection methods, Preparation and implementation of comprehensive M&E work plans and Execution and monitoring of modules in the field and through IT dashboards. My expertise extends to analyzing diverse datasets, encompassing quantitative, qualitative, and mixed methodologies, utilizing R, SPSS, and Excel data analysis software. Additionally, I possess proficiency in conducting in-depth interview research studies through Nvivo statistical software. Dedicated to collaborative success, I thrive as a team contributor and consistently prepared to expand my statistical skills with each assigned task. Known for adaptability in diverse work environments, I excel in multitasking to achieve milestones within stipulated timelines. My commitment to excellence is reflected in my recognition as the author of eight published research articles in renowned journals. I am enthusiastic about the opportunity to contribute my skills and experiences to further enhance your team's objectives.

Academic Summary

2014 - 2016	Quaid-i-Azam University, Islamabad
M.Phil. Statistics.	3.2 CGPA with 68%.
2011 - 2013	Arid Agriculture University, Rawalpindi
M.Sc. Statistics.	3.70 CGPA with 77%.
2009 - 2011	University of Punjab Lahore
B.Sc (Mathematics, Statistics, Economics)	1 ST Division with 63%.
2007 - 2009	F.B.I.E Islamabad
HSSC (Mathematics, Statistics, Economics)	1 st Division with 69% marks.
2005 – 2007	F.B.I.E Islamabad
SSC (Mathematics, Physics, Chemistry)	2 nd Division with 54% marks.

Professional Experience

Tahafuz Program, Government of Pakistan M/O PA&SS
Director Research & Monitoring

Islamabad, Pakistan
September 2020–Present

Key Roles

- Statistical analysis of quantitative data gathered in ERP/PMS, qualitative evaluation.
- Development of Monitoring and Evaluation Framework/Program Monitoring Plan (PMP) for overall program/Program monitoring.
- Designing and application of data collection tools for field data collection
- Undertake field monitoring visits to track Program progress and identify loopholes.
- Monitoring of beneficiaries' satisfaction surveys run by call center team; timely record in the system, timely processing of beneficiaries/stakeholder's complaints & appeals.
- Management of Grievance Redressal system.
- Conduct and report midterm and final evaluation studies and related surveys and assessments reports.
- Produce and share on time quality monitoring reports with Program management and other stakeholders (i.e Mo PD&SI, Finance etc.)
- Build field staff capacity (training) in research and monitoring related information collection.

National University of Medical Sciences, NUMS
Manager Assessment & Evaluation

Rawalpindi, Pakistan
August 2019–September 2020

Key Roles

- To assist in the development of a strong, consistent and plausible Examination & Evaluation system and Question Bank of the University.
- To undertake compilation and formatting of the existing question bank for the validation process through the professional faculty and HPE team.
- To carry out the analytical evaluation of the existing tested question bank to complete the feedback loop towards the necessary amendments.
- To provide the analytical feedback on the tested exam material with a view to developing and incorporating positive impact for the assessment outcome.
- To render facilitation to the assessment and evaluation units of NUMS institutions to bring about positive assessment outcomes.
- To assist in the moderation process of various professional examinations.
- To conduct professional examinations as examination superintendents.
- To undertake invigilation / administrative responsibilities in the conduct of other examinations like NEB / Entry tests etc.

Department of Medical Education, Wah Medical College
Bio-Statistical officer/ Assistant Director
Key Roles

Wah Cantt, Pakistan
February 2017–July 2019

- Assist in development of appropriate tools/Questionnaires of researches carried out in the institute.
- Provide practical assistance in Study designs, Sampling frame, calculation of sample size, data analysis and interpretation of research data sets.
- Conduct & report evaluation of teaching methodology in institute, Produce and share on time analysis reports with higher management/Dept. HoDs.
- Analytical evaluation of the existing tested question bank (MCQs) through Item Analysis/ advance statistical techniques.
- Being a member of IRB, review & produce report on research methodology of each study submitted in the research board for approval.

Sir Syed College Campus-X1 College
Lecturer Statistics

Wah Cantt, Pakistan
August 2016–January 2017

Key Roles

- Timely delivery of lectures
- Produce & share monthly work plan of assigned classes with concerning heads.
- Any other task /duty assigned by the HoD and competent authorities.

Department of Statistics, Quaid-i-Azam University
Research Assistant

Islamabad, Pakistan
February 2015–February 2016

Key Roles

- Statistical analysis of quantitative data gathered under project; “Optimization of meteorological monitoring” & “Improving Maternal Health Care for the Women of District Jhang and Khanewal, Punjab.”
- Explore advanced statistical techniques to optimize subject data results under precise cost.
- Assist in preparation of monthly progress reports of functional projects.
- Any other task /duty assigned by the HoD.

Socio-Economic Development Concerns, SEDCO
Statistician

Islamabad, Pakistan
August 2013–January 2014

Key Roles

- Consulting with clients and agreeing what data to collect and how it should be gathered - considering any ethical and legislative considerations
- Assist in designing experiments, trials or surveys to produce the required data
- Interpreting the data and making sure that the right decisions are made based on the results
- Perform monitoring of collected data throughout its shelf-life
- Presenting results to senior managers, regulatory authorities, clients, etc.

Memberships

- Worked as a Member of the institutional Research Review Board (IRB)/ Ethical committee at Wah Medical college

CONFERENCES/WORKSHOPS

1. Organized and attended a two-day workshop on “**Curriculum development and quality assurance in assessment**” in the Medical Education department at Wah Medical College.
2. Organized a one-day workshop for clinical faculty on “**Role of Audit in Improving Standards of Care**” at the Wah Medical College.
3. Organized a one-day workshop for clinical faculty on “**Risk Management and Patient Safety**” at the Wah Medical College.
4. Attended a two-day international conference on “**Migration, Education, and Development in South Asia**” in the Department of Anthropology QAU, Islamabad

Research Publications

S. #	Name of Journal	Journal Vol.	Pages	Research Paper Print Year	Title	HEC Cat	Impact Factor/ ISSN
I.	<i>Pakistan Journal of Social Research</i>	4	pp. 1179-1192.	2022	Reducing maternal mortality via midwifery in districts jhang and khanewal of punjab, Pakistan https://pjsr.com.pk/wp-content/uploads/2023/08/121.-Vol.-4-No.-3-September-2022-Bibi-Ijaz-Reducing-maternal-mortality.pdf .	X	ISSN 2710-3129
II.	<i>International Journal of Collective Behavior</i>	-	21-35	31 st Dec 2022	Determinants of maternal mortality in districts Jhang and Khanewal https://doi.org/10.52567/ijcb.v1i02.136	X	
III.	Oxford Academic; international Journal of Epidemiology	-	1-10	22 nd Feb 2020	The SARS, MERS and novel coronavirus (COVID- 19) epidemics, the newest and biggest global health threats: what lessons have we learned. https://doi.org/10.1093/ije/dyaa033	W	Impact factor 7.707
IV.	Journal of Rawalpindi Medical College (JRMC)	Vol 25 No 2 (2021) April-June		April-June 2021	To determine the rate of success of externalcephalic version in low risk breech presentations and possible factors affecting Its success In POF hospital, Wah Cantt. DOI: https://doi.org/10.37539/jrmc.v25i2.1507	Y	
V.	Life and Science	Vol 1 No 2	60-63	4 April 2020	Item Analysis of Multiple-Choice Questions at the Department of Community Medicine, Wah Medical College, Pakistan	Y	ISSN: 2708-2970

					Psychometry-Item Analysis https://doi.org/10.37185/LnS.1.1.53		
VI.	Pakistan Armed Forces Medical Journal	Vol 68 No 5	1332-1338	31 Oct 2018	ORIENTATION PROGRAMME FOR FIRST YEAR MEDICAL STUDENTS A QUALITATIVE STUDY. https://www.pafmj.org/index.php/PAFMJ/article/view/2318	Y	ISSN: 0300-9648
VII.	Annals of PIMS- Shaheed Zulfiqar Ali Bhutto Medical University	Vol. 13 No. 4	275-280	10 Jan 2018	Learning and Teaching Styles at Wah Medical College; A Qualitative Approach	Y	ISSN: 1815-2287
VIII.	Education Research Journal	Vol 8 No 7	111—116	July 2018	Evaluation of Teaching Methods; Qualitative study At Wah Medical College	W	ISSN: 2026-6332

Research Projects In-Process

- Impact of Ehsaas tahafuz program on healthcare system of Pakistan across country.
- Comparison of analgesic efficacy of diclofenac suppository with intramuscular diclofenac sodium in post-operative pain relief after cesarean delivery in the first 24 hours.

Skills

- A clear understanding of statistical/analytics terms and concept;
- Written and oral communication skills;
- Problem-solving skills;
- The ability to communicate results and findings to non- statistician;
- Mathematical ability and computer literacy;
- Proficient programming skills in Minitab, Spss, R language;

Selected course works

- Survey Sampling-I & II
- Advanced Probability Theory
- Time Series Analysis
- Advance Econometrics
- Linear Models
- Non-Parametric Statistics
- Population Analysis

REFERENCE

- Gufran Memon, Federal Secretary, Ministry of Poverty Alleviation & Social Safety, Islamabad, ghufranamemon2018@gmail.com, 03009226233

- Dr. Ijaz Hussain, Associate Professor, Department of Statistic, Quaid-I-Azam University, Islamabad Email: ijaz@qau.edu.pk Phone# 051-90642183.
- Dr. Ubydul Haque, Assistant Professor Biostatistics & Epidemiology, University of North Texas Health Science Center, Email: ubydul.kth@gmail.com
- Dr. Musarat Ramzan, Dean of Wah medical college, Wah Cantt, Pakistan.
Email: musaratramzan@gmail.com.