

SUMMARY OF PROFESSIONAL EXPERIENCE

I have 7 years of professional experience in the humanitarian and development sector, including more than four years with UNICEF's Health, Nutrition, WASH and Child Protection sections for their data management, Donor Reporting and Partners capacity building. I contributed significantly to the emergency response in Sindh during the 2022 crisis, where I played a key role in developing a single-screen window/portal for UNICEF to streamline information and data management.

My expertise lies in information management, monitoring and quality assurance of the program with a focus on enhancing data-driven decision-making through tools like Advanced Excel, Power BI, and Python. I am skilled in creating effective strategies to improve data collection, analysis, and dissemination, facilitating coordination across sectors.

KEY STRENGTHS

- I am proficient in data visualization and analysis using Power BI, GIS Mapping, SQL and Advance Excel.
- Strong background in information management for emergency response.
- Experience working in cross-functional, multicultural teams.
- Hands-on experience in planning, coordinating, and operationalizing Integrated Service Delivery implementation at district and UC levels.
- Skilled in developing ISD micro plans, rationalization frameworks, and activity tracking tools to ensure efficient resource utilization.
- Committed to strengthening coordination mechanisms that reduce duplication and improve service reach in underserved areas.
- Strong capacity in designing monitoring frameworks and performance dashboards to track ISD outputs and coverage gaps.
- Adaptable and results-oriented, with a focus on strategic planning and data-driven solutions.
- I am passionate about leveraging data to drive impactful humanitarian initiatives and thrive in dynamic, multicultural environments that encourage both personal and professional growth.

PROFESSIONAL EXPERIENCE AND MILESTONES

Information Management Officer (UNICEF ISD) (Third Party Through Z.M.K. & Co)**July-2025 to Present**

- Compile, clean, and analyze data from reports, surveys, and other sources to ensure accuracy, consistency, and relevance for decision making.
- Map healthcare facilities, outreach teams, and program assets to identify service gaps, overlaps, and priority intervention areas.
- Establish baseline and end line data for all ISD components and maintain a comprehensive indicator database for continuous tracking.
- Develop and maintain an integrated ISD dashboard for all partners operating in South KP to support coordinated planning and performance monitoring.
- Support the rationalization exercise to reduce duplication of services and optimize human and financial resources across sectors.
- Contribute to the development of the ISD Monitoring and Evaluation framework, including indicators, reporting tools, and accountability mechanisms.
- Facilitate evidence based planning by linking program design with real time field data and coverage analysis.
- Share timely and actionable data insights with program teams, stakeholders, and partners across Health, Nutrition, WASH, SBC, and Polio.
- Prepare clear, analytical, and results focused progress, quarterly, annual, and donor reports.
- Support the M&E Officer and ISD Specialist in program analysis, strategic planning, and integrated reporting.
- Coordinate with implementing partners to strengthen data sharing systems and harmonize reporting standards.
- Conduct capacity building sessions for field staff and partners on ISD approach, data quality, reporting tools, and use of dashboards for local planning.
- Implement and manage referral and feedback mechanisms to strengthen beneficiary support and service linkage across sectors.
- Keep ISD MITS dashboards updated and ensure cross sector data consistency.
- Assist in developing standardized monitoring tools and unified reporting formats to ensure uniform data collection across partners.
- Monitor health facilities and outreach teams to identify performance gaps and recommend corrective actions.

- Analyze provincial ISD data trends and support dashboard scale up across Sindh and Balochistan.
- Provide technical input in micro planning, activity scheduling, and partner performance reviews to support program quality improvement.

Information Management Officer (UNICEF ISD KP) (Third Party Through MicroMerger)

Dec-2024 to May-2025

- Compiled ISD data across sections weekly, monthly, and campaign-wise to support strategic planning and decision-making in South KP.
- Conducted resource mapping and prepared monthly summaries to highlight achievements and improve resource utilization.
- Established baseline data for all sections to monitor progress and evaluate program impact.
- Developed biweekly reports for dissemination to stakeholders, ensuring accurate and timely information sharing.
- Prepared program status reports, presentations, and briefing notes for donor missions, management, and annual reviews.
- Coordinated with partners to build capacity and enhance data-sharing practices, updating district/UC profiles weekly.
- Monitored and updated the Information Management Tracking system, ensuring data quality and integrity.
- Supported M&E Officers, ISD Specialists, and DG Health Office in tracking baseline data and partner progress.

Data Analyst (UNICEF Flood Response Sindh) (Third Party Through Ask Development)

June-2023 to Nov-2024

- Compiled and maintained accurate Section data on the 5W matrix for Health, Nutrition, and WASH sectors, ensuring timely reporting to support evidence-based decision-making.
- Produced comprehensive weekly and monthly progress reports, highlighting key achievements and challenges for donor reporting and program planning.
- Coordinated with partners to ensure seamless data uploads into the Management Information Tracking System (MITS), enhancing data accuracy and accessibility for Health, Nutrition, and WASH programs.
- Regularly updated the Emergency Response Planning Tracking System (ERPTS), contributing to Sitrep and situation analysis for donors and country-level stakeholders.
- Prepared impactful presentations and briefing notes for donor missions, showcasing progress and achievements in flood-affected areas for Health, Nutrition, and WASH interventions.
- Developed and disseminated section-specific and hub-level reports, facilitating collaboration and strategic planning among partners.
- Prepared comprehensive district profiles for Health, Nutrition, and WASH sectors, providing a holistic view of district progress and challenges to support sections and missions.
- Supported the digitization and recording of targets vs. achievements for Nutrition, PMER, and Operations, enabling evidence-based planning using quality data.
- Provided extensive MITS training to partners across Sindh, enhancing their capacity for data management and improving the quality of Health, Nutrition, and WASH reporting.
- Assisted program teams with accurate data and analysis, enabling effective planning and execution of emergency response activities and ensuring alignment with donor commitments.

Monitoring and Quality Assurance Officer (UNICEF Sindh) (Third Party Through Ask Development)

Jan-2023 to May-2023

- Designed and implemented a robust monitoring and evaluation plan to assess project progress, data quality, and the effectiveness of birth registration initiatives.
- Conducted Data Quality Assessment (DQA) visits to health facilities and Union Councils, ensuring accurate and reliable birth registration data.
- Developed and maintained efficient data collection systems to address monitoring and evaluation needs, supporting both internal planning and external reporting.
- Created a comprehensive Power BI dashboard for real-time monitoring of achievements, enabling data-driven decision-making.
- Provided technical support to UC Secretaries and birth registration facilitators for seamless daily reporting using Google Forms.
- Compiled and analyzed weekly, monthly, and quarterly data trends, sharing insights with local government and UNICEF for informed decision-making.
- Oversaw the accurate collection, entry, and retrieval of birth registration data, resolving data-related issues to ensure consistency and quality.
- Closely collaborated with Health and Nutrition sections and supported the IMU Unit in developing and implementing the Management Information Tracking System (MITS) for Sindh.
- Monitored and supported awareness sessions on the importance of birth registration, contributing to increased community engagement and project impact.

- Disseminated project outcomes and insights to external partners, ensuring transparency and alignment with project goals.

Data Management Volunteer (UNICEF Sindh) (During Flood 2022)

Sep-2022 to Dec-2022

- Provided comprehensive support in data collection from various partners across multiple sections, ensuring accurate and reliable data during the 2022 flood response.
- Conducted in-depth data analysis to generate actionable insights and developed detailed reports to support evidence-based decision-making.
- Mapped partners and tracked their progress against targets outlined in program documents (PD), ensuring alignment with flood response objectives.
- Assisted in preparing briefs for donor missions and reports, showcasing the progress and impact of flood response activities in Sindh.
- Played a pivotal role in the creation of the Management Information Tracking System (MITS) portal, which consolidated all flood response activities in Sindh on a single platform for real-time monitoring and reporting.
- Supported partners in uploading data to the MITS portal, ensuring seamless data integration and accessibility for all stakeholders.
- Facilitated the coordination of data-sharing efforts across sectors, enabling a comprehensive understanding of the flood response landscape.
- Delivered accurate and timely updates to UNICEF and partners on flood response achievements and areas requiring further action.

District Liaison Officer in Micro Merger Data Support Center (UNICEF Polio Project)

July-2018 to Dec-2022

- Collaborate with field staff to identify areas of improvement and implement strategies for enhancing operational efficiency.
- Ensure data integrity and accuracy through regular data quality checks and validation processes.
- Take ownership of collecting, compiling, and securely storing data within the assigned District.
- Conduct a thorough analysis of data to gain valuable insights and inform decision-making processes.
- Participate in DEOC meetings presided over by the Deputy Commissioner, presenting well-prepared analyses and reports.
- Prepare ad-hoc reports and briefings for senior management to address specific data-related inquiries or urgent issues.
- Stay updated on emerging technologies and best practices in data management and analysis to continuously improve processes.

AWARD

- Awarded a **letter of appreciation** for exemplary contributions and outstanding performance.
- Honored with a **certificate of excellence** in recognition of remarkable achievements and dedication to excellence.

CERTIFICATIONS

- Office Automation.
- Data Analysis and Visualization with Power BI by Microsoft.
- Excel Skills Job Simulation.
- Google Analytics Certification.
- Introduction to the Role of Information Management Officer by UNICEF
- Training on Coordination, Reporting, Monitoring and Data Management in Integrated Service Delivery
- Introduction to Computers and Office Productivity Software
- Accountability to Affected People and Social & Behavioral Change in Emergencies.
- Prevention against Sexual Exploitation and Abuse by UNICEF
- Basics of Python by NED University
- Basics of Machine Learning by NED University
- Business Intelligence by Crux International Canada

PROJECTS & ACHIEVEMENTS

- Contributed to the design and implementation of the Management Information Tracking System (MITS) to improve data collection and reporting, while collaborating with the UNICEF Sindh team during the 2022 flood response to ensure effective data management.
- Contributed to developing the Mass MUAC application for the Nutrition Section to track each child's nutrition status, detailing the supplies received and the quantity provided for comprehensive child-wise monitoring.
- Contributed to the development of a supply management system for the Nutrition section to track supplies provided to UNICEF implementing partners, monitor progress, and assess the current supply capacity of each partner.

- Spearheaded and actively contributed to UNICEF's Birth Registration Project within the Child Protection section, ensuring efficient and accurate data management and reporting.
- The Nutrition Caseload Calculator provides a one-click solution to estimate supply needs and costs based on target population, coverage, and SAM, MAM, and GAM rates—enabling quick and efficient planning for nutrition interventions.
- Developed and open-sourced Smart Attendance Management System using Google Apps Script, featuring real-time geo-tagged tracking, automated holiday integration, duplicate prevention, and user authorization. The fully cloud-based, zero-maintenance solution enhances transparency, efficiency, and data-driven decision-making across organizational operations.

TECHNICAL SKILLS

- Python
- Power BI
- SQL
- GIS Mapping
- MS Excel (Advance Level)
- MS PowerPoint
- Report Writing
- Google Form
- Kobo Toolbox

SOFT SKILLS

- Team Pleyer
- Task Management
- Communication and Coordination
- Collaboration Skills
- Adaptability
- Problem Solving

EDUCATION

2026	MS in Project Management , Bahria University Islamabad, Pakistan (Continue)
2022	Bachelor in Natural Science , University of Karachi, Pakistan
2025	PGD , Data Science and Artificial Intelligence (Continue)