# AHUA AONDOFA ISAAC

Ado Ekiti, Ekiti State, Nigeria

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## PROFESSIONAL SUMMARY

Highly motivated and results-oriented Data Analyst with over 8 years of experience in data management, analytics, and reporting. I have a proven ability to leverage strong technical skills in generative artificial intelligence, computer ethics, Power BI automation, Excel (365), and Kobo Collect to clean, analyze, and visualize data for informed decision-making. I have extensive experience in designing and implementing Monitoring, Evaluation, Accountability, and Learning (MEAL) frameworks, developing indicators, and collecting data for performance tracking. I have demonstrated leadership skills in managing teams of enumerators, ensuring data quality, and meeting project deadlines. I am a skilled communicator with a talent for translating complex data into clear and concise reports and presentations. I am passionate about continuous learning and staying up-to-date with the latest tools and technologies in the data analysis field.

## PROFESSIONAL WORK EXPERIENCE

### Senior Monitoring Evaluation Accountability and Learning (MEAL) Associate
Caritas Nigeria - B-SLiC Project
Ado Ekiti, Ekiti State, Nigeria.
*7th November 2022 – Present.*
**Duties Performed and Achievements**

- Led a team of 25 staff, including 2 MEAL associates, 1 MEAL assistant, and 25 enumerators, to register over 15,000 households in 4 LGAs of Ekiti state within 2 years.
- Ensured continuous tracking by timelines of the B-SLiC project's outputs and outcomes using their indicators, targets, data collection tools, and methods within the MEAL framework and Plan to achieve the project's goal.
- Implemented innovative strategies to manage over 25 enumerators on the field and enhance timely data collection, monitoring, evaluation, and reporting with minimal errors.
- Developed and implemented tools and guidance documents for MEAL data gathering, analysis, and reporting.
- Designed an accountability dashboard for effective tracking of feedback and responses on the Project.
- Consolidated, harmonized and reviewed all program unit reports into comprehensive weekly project progress reports for over two years.
- Successfully led the team to conduct multiple onsite distribution monitoring of all distributions on the B-SLiC project in Ekiti state, with regular field visits to verify data quality and authenticity in project sites.
- Performed routine Data Quality Assurance (DQA) on all Means of verifications (MOVs) to ensure the accuracy of reported activities.
- Analyzed project data to identify bottlenecks hindering efficiency and effectiveness. Shared distribution reports, needs assessment reports, baseline and end-line reports with programs along with recommendations and learnings.
- Participated in annual project reviews and planning workshops; assisted the Program Manager with report preparation and presentation slides.

- Developed a dedicated Risk Register for the project outlining all anticipated risks across all project activities and their level of impact, stating mitigation measures.
- Championed developing, managing, and updating the project's Issue Log for effective resolution.
- Supported the development and maintenance of performance indicator tracking tables and definitions.

**Senior Monitoring and Evaluation (M&E) Assistant**

    ECEWS -SPEED Project - Brema Hospital Kwale, Delta state, Nigeria

    September to November 2022

    Caritas Nigeria - 4GATES Project - Brema Hospital Kwale, Delta state, Nigeria

    *October 2018 - September 2022 – Reason for Leaving (Project Closed Out)*

    **Duties Performed and Achievements**

- Promoted from Data entry clerk to M&E Assistant in 2019, and from M&E assistant to Senior M&E assistant in 2021 following a dedicated and outstanding performance in the management of patient data on the medical records system with over 90% enrolment, linkage, retention, and viral load suppression.
- Maintained and updated over 2000 patient records and files.
- Captured an average of 200 daily patient activity/biometric data in the EMR from all service units.
- Validated and documented changes to the register records daily.
- Collated and continuously submitted daily, weekly, and monthly reports for 4 years to the M&E/HI Backstops.
- Facilitated real-time extraction and upload of Nigerian Medical Record System (NMRS) data to the National Data Repository (NDR) and State servers to monitor patient health status performance.
- Assisted in preparing Bi-Monthly laboratory and pharmacy reports and submissions to the Logistics Information Management System (LIMS) website.
- Planned, presented, and documented facility Monthly Reporting (MR) performance for the over 48 monthly continuous quality improvement (CQI) meetings conducted.
- Performed routine NMRS backups for community and facility databases to prevent data loss due to laptop crashes or theft.
- Advocated for proper data collection tool usage by all focal persons at meetings.
- Ensured proper filing of M&E documents by all focal persons to reduce errors and inconsistencies for optimum quality.
- Conducted weekly data triangulation between the LINE list and the Electronic Medical Record system (EMR), correcting discrepancies.
- Monitored key indicators like Isoniazid (INH) commencement, Tuberculosis (TB) presumptive cases, Prevention of Mother to child (PMTCT) enrolment, and Early Infant Diagnosis (EID) sample collection, and identifying gaps.
- Conducted weekly analysis of patients enrolled and started on antiretroviral therapy (ART), Human immunodeficiency Testing (HIV) testing (HTS), Partners and children (INDEX) testing, Viral load, Antenatal (ANC), Tuberculosis testing, Isoniazid Prevention Therapy (IPT) registers, and patient folders before report submission.
- Analyzed patient Line list for missed appointments and optimized scheduling.
- Maintained patient confidentiality in data storage and access by using deidentified data structuring.
- Assisted partners like JDPCs and LGA in implementing EMR systems (NigMRS/openMRS).
- Promoted from Data entry clerk to M&E Assistant in 2019, and from M&E assistant to Senior M&E assistant in 2021 following a dedicated and outstanding performance in the management of patient data on the medical records system with over 90% enrolment, linkage, retention, and viral load suppression.

**Research Assistant**

    Caritas Nigeria - iSTAR Project

Katsina-Ala LGA, Benue State, Nigeria
*December 2016 - September 2018 – Reason for Leaving (Project Close out)*
**Duties Performed and Achievements**

- Maintained the LGA iSTAR database, overseeing data collection and entry for over 2,000 participants across 3 health facilities and 8 churches.
- Successfully recruited and enrolled over 30 participants in the study, achieving targeted enrollment goals.
- Led project activities within Katsina Ala LGA, ensuring smooth implementation and adherence to program protocols.
- Generated bi-monthly laboratory combined reports and requisition forms, facilitating timely lab testing and supply replenishment.
- Effectively managed weekly finances, handling the liquidation of funds for Baby Showers and Receptions within the LGA.
- Conducted regular training and mentorship sessions for 32 Church Health Advisers (CHAs) and 16 Community-Based Facilitators (CBFs), enhancing their skills and knowledge of the church-based approach.
- Ensured weekly specimen collection from designated facilities, transporting them to the central lab for necessary testing.
- Prioritized informed consent, obtaining and filing consent forms at all Baby Showers and Receptions.
- Proactively followed up with participants who withdrew from the study, addressing concerns and promoting retention for optimal viral suppression.
- Conducted weekly supervisory visits to designated health facilities, monitoring program adherence and offering support when needed.
- Compiled and submitted comprehensive weekly reports to the State Coordinator, keeping them informed of progress and challenges within the LGA.

## Bank Verification Number (BVN) Agent
Chalms Plc Lagos/Bank of Agriculture (BOA)
Makurdi, Benue state, Nigeria
**January 2016 – October 2016 - Reason for Leaving (Project Ended)**
**Duties Performed and Achievements**

- Collaborated with Chalms Plc and Bank of Agriculture, Makurdi, to bring financial inclusion to Benue state.
- Facilitated BVN registration for over 1,000 farmers, enabling them to secure CBN loans and access vital financial resources.
- Played a key role in bridging the financial gap for rural communities.
- Ensured data integrity for secure banking by meticulously sorting, managing, and validating farmer biometrics and data.
- Helped maintain the accuracy and integrity of the NIBSS database, fostering a secure and reliable financial ecosystem for all.

## INEC Voter Registration Agent
Independence National Electoral Commission (INEC)
Atekombo, Ushongo Benue state, Nigeria
**January - July 2011 – Reason for Leaving (Project ended)**
**Duties Performed and Achievements**

- Collaborated with a team of 11 agents, including Corps members, to efficiently register and issue voter's cards.

Ahua Aondofa Isaac

- Managed the INEC database and biometrics system, ensuring accuracy and real-time processing of temporary voter's cards for our assigned zone.
- Effectively resolved operational issues and maintained system integrity.
- Deftly handled team conflicts and crowd unrest around the polling unit, prioritizing calm and maintaining order while ensuring access to registration for all eligible citizens.
- Streamlined the process for smooth citizen participation.

## EDUCATIONAL EXPERIENCE

- **Bachelor of Engineering**
  - Agricultural and Environmental Engineering
  - University of Agriculture, Makurdi, Benue state, Nigeria.
  - January 2009 – September 2014
  - Project: Design, construction and performance evaluation of a 5degrees compound parabolic concentrator Using a Mirror (Solar collector) – Thesis LINK
  - Award 3rd best in inter – University Essay Writing Competition 2011 by the Nigeria Society of Engineers a trip to Tinapa Resort Calabar 2011
  - GPA: 2nd class honours, Upper division (3.99)
- **National Youth Service Corps**
  - Certificate of National service
  - Ministry of Agriculture, Bauchi, Bauchi state, Nigeria.
  - 5th May 2015 – 4th May 2016
- **Senior School Certificate**
  - National Examination Council
  - Mount Saint Michael's Secondary School, Aliade, Benue state, Nigeria.
  - September 2003 – June 2008
  - Sciences (9 Credits in all subjects)
- **First School Living Certificate**
  - RCM Primary School Wajir, Lobi-kartyo, Benue state, Nigeria.
  - 1997– 2002

## LICENSES & CERTIFICATIONS (IN CHRONOLOGICAL ORDER, MOST RECENT FIRST)

- **Artificial Intelligence**
  - ✓ Career Essentials in Generative AI (Microsoft and LinkedIn Learning Path, September 2024)
  - ✓ Artificial intelligence Master class (30 days) (Pantech Solutions, September 2022)
- **Project Management**
  - ✓ MEAL DPro: Monitoring, Evaluation, Accountability and Learning for Development Professionals (Humanitarian Leadership Academy, March 28, 2023)
  - ✓ **Project Management for Development Professionals (PMD Pro) (PM4NGOs)** (June 2023)
- **Data Analysis & Visualization**
  - ✓ Introduction to Power BI (UNICEF and OCHA, July 2024)
  - ✓ Data analysis by Woot Lab Academy and the Digital Economy and Innovation (July 2024)
  - ✓ Data analysis and visualization @ AltSchool Africa –The 3 million Technical Talent (3MTT) Program (July 2024)
  - ✓ LinkedIn Learning; Learning Data Analytics, Excel Formulas and Functions Quick Tips, SQL Essential Training (2020)
- **Monitoring & Evaluation**
  - ✓ Monitoring and Evaluation in Global Health (University of Washington, March 2021)

- ✓ Introduction to MEAL (Kaya Connect, 2022)
- ✓ Monitoring and Evaluation Training for HIV Testing Service and Fundamentals of Monitoring and evaluation for facility staff (Caritas Nigeria, 2021)
- ✓ Excel 365 Advanced, Data Analysis and Action Planning, Monitoring and Evaluation Practices (Save the Children Foundation, 2021)
- **Technology**
  - ✓ Oracle Cloud Infrastructure Foundations 2021 certified Associate (Oracle University, February 2022)
  - ✓ MySQL Database service, Oracle MySQL and Oracle Cloud Infrastructure Support Accreditation (Oracle University, March 2022 & Nov. 2021)
  - ✓ Excel 365 Intermediate (Save the Children Foundation, 2021)
  - ✓ Excel for Beginners (Great Learning Academy, 2021)
  - ✓ Health
  - ✓ A Competency Training for Viral Load Champions, A Practical Approach to Community ART Provision, Fundamentals of Antiretroviral Therapy and Case Management Team (CMT) (Caritas Nigeria, July 2022)
- **Education & Research Ethics**
  - ✓ Nigerian National Code for Health Research Ethics (Centre For Bioethics Research, Ibadan October 2022)
  - ✓ Social Behaviour Investigator (Centre for Bioethics Research, Ibadan April 2017)
  - ✓ Responsible Conduct of Research (Centre for Bioethics Research, Ibadan April 2017)
- **Climate change, Renewable energy & Others**
  - ✓ Master on Environmental Journalism Storytelling and Education (Eco-Friendly Africa Initiative & Climate School, January 2024)

## TRAINING, WORKSHOPS & CONFERENCES ATTENDED
- 5-day Power BI training by Data Lead Africa, Ikeja Lagos (**4th September 2024**)
- 5-day Disaster Management Training, Ikeja, Lagos (**29th July 2024**)
- Staff Safety and Security Awareness - Virtual-Based Workshop **(06th February 2024)**
- TOT on Safeguarding and PSEAH, Caritas Nigeria CSN, Abuja **(26th to 28th April 2023)**
- B-SLiC project inception Meeting, Caritas Nigeria, Ikeja, Lajos (**7th to 11th November, 2022**)
- Nigeria Infection Surveillance Mop-Up Training (**Asaba 26th to 29th April 2022**)
- Nigeria Recency Step down Training on HIV-1 Rapid Test for Recent Infection (RTRI) (**Asaba, April 2022)**
- Advanced HIV Disease Training; Caritas Nigeria (**Asaba, Feb 2022**)
- Case Management Training (CMT), Caritas Nigeria (**Asaba, Jan 2022**)
- Outcome & Evaluation Forum; Caritas Nigeria (**Asaba, June 2021**)
- Commodity Module and Logistics Information Management System (**LIMS**) Training; with Caritas Nigeria (**Asaba, 2021**)
- **PMTCT of HIV** infection, cohort monitoring, Management of exposed babies & DBS collection in EID Workshop; Caritas Nigeria (**Agbor, 2020**)
- Monitoring & Evaluation Forums; with Caritas Nigeria (**Asaba, 2019, 2020**)
- REDCap training for Research Assistants; with IHVN & Caritas Nigeria (**Abuja, 2017**)

## Skills (Core Competencies)
**Technical:** Artificial Intelligence (AI), Data Management, Data Analytics, Automation, Monitoring and Evaluation, Project Management, Communication, Reporting, Technology Proficiency
**Soft skills:** Leadership, Teamwork, Training, Mentorship, Problem-solving, Adaptability, Interpersonal Skills, Communication, Cultural Sensitivity, Awareness

## LANGUAGE PROFICIENCY

| S/N | LANGUAGES SPOKEN/WRITTEN | LEVEL OF PROFICIENCY |
|---|---|---|
| 1 | English | Fluent |
| 2 | Tiv | Fluent |
| 3 | Hausa | Beginner |

## AFFILIATIONS

- Nigeria Society of Engineers (NSE in view/progress)

## REFERENCE

| | Reference 1 | Reference 2 | Reference 3 |
|---|---|---|---|
| Name | *Donald Fidelis* | **Friday Alhassan** | **Tommy Elvis Umukoro** |
| Designation | *Program Advisor, Humanitarian Unit Monitoring, Evaluation, Accountability and Learning* | *Senior Program Advisor, Emergency and Humanitarian Unit* | Manager, Asset Protection & Safety\|OSHA\|SIIM \|ISPON\|ISMN\|CSP |
| Organization | Caritas Nigeria | *Caritas Nigeria.* | *Caritas Nigeria.* |
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