

ATIQUULHAQ DARMAN

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To accept a challenging position in an institution and to grow based on my personal abilities. To serve the community, improve the lives of others and provide them efficient and effective services to the best of my knowledge and skills. To become a successful and results oriented person, and to refine my potential and capability for my bright future.

EXPERIENCE

27 OCT 2024-DATE

DATA ENUMERATOR DTM(ACVA), IOM NANGARHAR

- Collect data from field.
- Document, organize and store relevant documents.
- Controlling and organizing of session conducting for the distribution of assistance.
- Data Collection and Maintaining of records in online database.
- Reviewing and entering data information into the appropriate databases.
- Data analysis and report writing.
- Submitting of weekly and monthly report to line manager.

10 OCT 2023- 30-APR-2024

DATA ENTRY CLERK, IOM KUNAR

- Utilize digital tools and paper forms for data entry ensuring the integrity and confidentiality of the data collected.
- Conduct regular visits to local health facilities and community to gather data on routine Immunization coverage.
- Keep records OPO under 5 children.
- Enter new data into database systems.
- Control the data probity by performing comparative analysis of different sources.
- Regularly update existing database system.
- Regular take backup and security database activities.
- Document, organize and store relevant documents.
- Controlling and organizing of session conducting for the distribution of assistance.
- Data Collection and Maintaining of records in online database.
- Reviewing and entering data information into the appropriate databases.
- Proactively verifying data through source documents.
- Data analysis and report writing.
- Submitting of weekly and monthly report to line manager.

02 MAY 2022 – 01 OCT 2023

DATA ENTRY OPERATOR, WHO JALALABAD

- Data entry, cleaning, organizing, and analyzing of **Polio SIAs** data and generating reports to the management for decision making.
- Registration of new Polio employees.
- Making Payment report of Polio employees.

01 FEB 2022- 01 MAY 2022

LOGISTIC ASSISTANT, ACDT HELMAND

- Collecting quotation from market.
- Procurement of supplies including stationaries and other materials.
- Keeping documents of all related files.
- Producing and maintain using logbook for generators and vehicles.

21 DEC 2020 – 01 FEB 2022

ENROLMENT AND DATA ENTRY OFFICER, NSIA JALALABAD

- On average, bio data of 250 clients were being collected on daily basis through biometric devices
- Entering individual and collective (Family) demographical and biometrical data of to clients into main database system.
- Matching paper based information with main database system.
- The bio data were regularly entered to the online NSIA system on daily basis
- Individual forms of clients have been collected and verified with scan copies of districts identity cards registers.

OCT 2017 – OCT 2020

DATA ENTRY CLERK (PART TIME), UNICEF JALALABAD

- Data entry, cleaning, organizing, and analyzing of ICN catch up data and generating reports to the management for decision-making.
- Data entry, cleaning, organizing, and analyzing of HRMP surveys data and generating reports to the management for decision-making.
- Data entry, cleaning, organizing, and analyzing the data of **short terms assessments and survey** and generating reports to the management for decision-making. Campaign resumption survey, COVID-19 risk perception survey, HRMP surveys,
- Field book digitization successfully completed for eastern region ICN network in 2020.

EDUCATION

DECEMBER 2019

BCS (IT), FACULTY OF COMPUTER SCIENCE, UNIVERSITY OF SAYED JAMALUDDIN AFGHANI KUNAR

Networking was the major I studied in my bachelor's degree.

JUNE 2014

COMPLETED HIGH SCHOOL, SHPOLA HIGH SCHOOL, HASKA MENA, NANGARHAR

Completed 12 grade high school with additional short courses of computer and management

JUNE 2013

DEL, TOLO AFGHAN INSTITUTE, JALALABAD

Completed diploma in English language

SKILLS

- Data management skill
- Good Communication skills
- Excellent report writing
- Good team working skills
- Good Training skills
- Good listening skills

REFERENCE

1. Dr. Fazal Yamin, Health Officer UNICEF Jalalabad
Email: fyamin99@gmail.com
Contact: 0799987454
2. Dr. Ali Gul Inthizar Polio Officer WHO Jalalabad
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