

Karam Abdulbaset Ahmed Alatifi

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Home: Airport St, Khormakser, Aden (Yemen)

WORK EXPERIENCE

Data Entry

ADRA [06/02/2023 - Current]

City: Aden | **Country:** Yemen

- Oversee the management of patient care and health facility databases, ensuring timely and accurate entry of patient records and service delivery reports.
- Generate comprehensive reports on health indicators to support program monitoring and evaluation.
- Collaborate in the configuration and customization of health management information systems and provide training to staff on data collection protocols.
- Support data cleaning and validation efforts to maintain high standards of data accuracy and completeness.
- Coordinate with government health officials and local councils to ensure effective implementation of health interventions.
- Work closely with finance and operations teams to manage logistical arrangements and financial obligations for program events.
- Facilitate the collection of data from field teams for reporting purposes.

Data Entry Officer HN

INTERSOS [01/03/2022 - 31/12/2022]

City: Aden | **Country:** Yemen

- Manage health and nutrition databases, including data collection, insertion, and storage from health facility staff and community health volunteers (CHVs).
- Ensure databases comply with established standards while optimizing them for usefulness and adaptability.
- Conduct field visits to compare data against registration forms (spot checks),
- Support the Project Manager, Health Supervisor, and Reporting Officer by providing data, statistics, and graphics for report preparation.
- Update internal databases weekly for all activities and share them with the Reporting Officer and Health Supervisor.
- Assist the Reporting Officer in conducting monthly beneficiary satisfaction surveys through focus group discussions (FGDs) with a random sample of patients at health facilities, using an approved and standardized format for service satisfaction.
- Translate any documents related to activity implementation.
- Attend meetings and training sessions related to health and nutrition data management.

ESL Teacher (Part-Time)

Cambridge Aden Institute [01/10/2019 - 06/11/2021]

City: Aden | **Country:** Yemen

- Teach English language skills to non-native speakers, including reading, writing, speaking, and listening.
- Develop and implement lesson plans that align with the curriculum and meet the needs of individual students.
- Assess student progress through regular quizzes, tests, and assignments.
- Create a positive learning environment that promotes active participation, critical thinking, and creativity.
- Attend professional development workshops and conferences to stay up-to-date on the latest teaching methods and technologies.
- Maintain accurate records of student attendance, grades, and progress.

EDUCATION AND TRAINING

Bachelor of Business Information Systems

Community College [02/01/2018 – 05/01/2022]

City: Aden | **Country:** Yemen

Advanced Excel Course

Edraak Platform

Introduction to DHIS2-HISP - GEN-D001-en

DHIS2 Academy

Aggregate Data Capture and Validation Fundamentals – HISP GEN-D002-en

DHIS2 Academy

Aggregate Data Analysis Fundamentals - HISP - GEN-D003-en

DHIS2 Academy

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s):

English

LISTENING C1 **READING** C1 **WRITING** C1

SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C1

SKILLS

Job-related skills

- Proficient in Microsoft Excel, Access, and DHIS2 as well as other data entry tools.
- Familiar with ArcGIS and GPS data collection tools.
- English to Arabic translation and vice versa.
- Excellent attention to detail and accuracy
- Strong organizational and time management skills
- Database management, including SQL, Oracle, PHPMYADMIN.
- Qualitative and quantitative data analysis.
- Excellent experience in data collection tools (Kobo Toolbox, ODK).

REFERENCES

Name: Lamees Mohammed | HR-ADRA

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Name: Najm Alsamawi | Data Management Coordinator-ADRA

Email: najm.alsamawi@adrayemen.org | **Phone number:** (+967) 771433341

Name: Mohammed Saleh | HN Program Manager-INTERSOS

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