

Muhammad Kashif

Data Digitization Officer | Quality Control Expert

D.o.B: 25th July 1976

Address: House No.644-P, Street No.13 Mohallah Angitpura
Near Police Station Banni, Rawalpindi.

E-mail: kashi25576@gmail.com

Contact: + 92 (315) 5671664, +92 (333) 5374219

Career Highlights

- Over 13 years of experience working in the Corporate, Education and Social Development Sector. As a consultant or employee worked for IPSOS, Middle east Market Research Bureau (MEMRB Islamabad), IOM, Care International, Relief International, Save the children, Deloitte Pakistan, Semiotics Consultancy Islamabad, SEBCON Islamabad, Population Council, H&H consultant, Big Data Solution, VTT Global, Idea for Life, Winning Solution, Real Medicine Foundation (RMF) Islamabad, AAS Foundation, Glow Consultant, Coffee International, Senasoure Islamabad, AWF Islamabad, MeMyCom Islamabad, PPAF Islamabad, FRC Islamabad, APEX Islamabad, EY Islamabad, AAN Associates, Akademos Research Compny, Helping Hands, NIPS Islamabad, ISAPS Islamabad, CDA Islamabad, RIZ Consultant Islamabad, RAYN Consultant Islamabad .

Responsibility of Work

- AS data manager I was responsible to validate data collection instrument as per data management standard. Data quality assurance guideline Data Editing and coding supervision, Data Digitization interface development using FoxPro, CSPro and ODK. Data digitization supervision and logical data cleaning to prepare analytical dataset. Data tabulation to produce frequency distribution. Data management and archiving.
- As Account assistant prepare journal voucher and its posting to develop balance sheet.

Major Projects Freelancing (2013 to to-date)

- ❖ *Assessment Needs of Small Farmer.*
- ❖ *Rapid Needs Assessment of Afghan Refugees*
- ❖ *External Evaluation of ACF's.*
- ❖ *School Assessment Checklist.*
- ❖ *Assessment Evaluation Study of SFS.*
- ❖ *(Sustainable Food Security-Nathiagali)*
- ❖ *Girl Child Marriage Assessment*
- ❖ *Assessment Evaluation Study of Small Farmer's*
- ❖ *Assessment of Community Midwives (CMW) Survey.*
- ❖ *Save the Child – UNICEF KAP Survey.*
- ❖ *Saiban Development Organization Survey.*
- ❖ *Baseline Survey of TDP's & Returnees*
- ❖ *Assessment of (GR) Watan Card Audit Survey.*
- ❖ *Assessment of Low Cost Private School Study (LCPS)*
- ❖ *Pakistan Domestic Biogas Programme (PDBP) Biogas User Survey*
- ❖ *Assessment of Food Security Programme Study*
- ❖ *Household Survey Saving Mothers and New-borns in Communities 2013*

Professional Training

Diploma - Certificate of "Post Graduate Diploma in Computer Sciences (PGD)" for 1 Year.

ODK (Open Data Kit)

Developing training for 1 Month.

Technical Skills

Survey Instrument Coding Scheme Validation

Data Preparation

Data Coding

Data Cleaning

Data Management

Evaluation Design

Qualitative Data Content

Coding

Languages

English

Urdu

Saraiki

Punjabi

Computer proficiency

FoxPro(Excellent)

CSPro(Excellent)

SPSS (Excellent)

ODK (Excellent)

- ❖ *Household Survey Saving Mothers and New-borns in Communities 2014*
- ❖ *Baseline Survey Farmer – Dairy Project 2015*
- ❖ *Promoting Human Right and Fundamentals Freedom in Pakistan.*
- ❖ *CDCP Programme Assessment 2014*
- ❖ *Enhancing Tsunami Resilience in Pakistan*
- ❖ *Ilm Idea 2 Capi Survey (Coffey International)*
- ❖ *SRP Baseline Survey 2014.*
- ❖ *SRP FGD Study 2014.*
- ❖ *EGA PIA Baseline Survey 2014.*
- ❖ *EFS (Education for Sindh) 2015.*
- ❖ *NR (Nikka Registrar) 2017-2018*
- ❖ *OOSC (Out of School Children KP) 2018*
- ❖ *Ilam Idea 2 (KP)*
- ❖ *UNITAR (Wash,Agri Data)-2018*
- ❖ *KP-Tourism - 2018*
- ❖ *SEF (Sindh Educational Fund) 2018-19*
- ❖ *OOSC (Out of School Children KP) 2019*
- ❖ *Students Assessment (DFID) 2019*
- ❖ *AAWAZ 2019*
- ❖ *EGRA – EGMA KP 2019*
- ❖ *OOSC (Out of School Children KP) 2021-22*
- ❖ *OOSC (Out of School Children KP) 2022 NCHD – UNICEF*
- ❖ *ACTED ALP (Endline) 2022*
- ❖ *IRC Radio (Endine) 2022*
- ❖ *IFES – Endline 2022*
- ❖ *Relief International - PPSC - Afghan Refugees 2023*
- ❖ *NCA Survey 2023*
- ❖ *IRC - ECHO Survey 2024*
- ❖ *GAIT Telephonic Survey 2024*
- ❖ *SSC Exams Papers renaming PDF Files 2024*
- ❖ *Capital Development Authority (CDA Islamabad eOffice) 2024 (PITB & FARCA)*
- ❖ *PMA (Longitudinal Panel Study) NIPS 2024*
- ❖ *HALDO Survey (Save the Children) 2024*
- ❖ *DISPAK Household Survey (Population Council) 2025*
- ❖ *DISP (Polio Survey) (RIZ Consultant) 2025*

Employment History

IPSOS PAKISTAN Data Processing Senior Supervisor – Customize Research	Oct '2011 to June' 2013
Roles & Responsibilities <ul style="list-style-type: none"> – Monitoring & evaluating framework and monitoring tools developed for IPSOS profiling survey program – Data validation using SPSS 21 & FoxPro. – Design, execute and evaluate research projects. – Handle and protect sensitive data with integrity. – Meeting data collection projects and electronic mailing deadlines. – Analyzing data in SPSS and using other statistical tools. – Making Data Entry Programs. – Preparation Daily Status. – Recruitment of Ad-hock persons. – Making Ad-hock persons' salary Bills and permanent persons O.T Bills. – Managing all activities of a data punching & coding selection, questionnaire development, field pre-testing, full-scale data collection, data entry, validation, analysis and reporting. – Undertake qualitative and quantitative data analysis for pilot phase. – Participating in review and plan meetings initiated by the designated supervisor. – Effectively supervising team and building the capacity in data analysis and preparation. 	
Middle East Marketing Research Bureau, (MEMRB) Islamabad www.memrb.com Data Processing Supervisor – Customize Research	March '2008 to Sep '2011
Roles & Responsibilities <ul style="list-style-type: none"> – Monitoring & evaluating framework and monitoring tools developed for IPSOS profiling survey program – Data validation using SPSS 21 & FoxPro. – Design, execute and evaluate research projects. – Handle and protect sensitive data with integrity. – Meeting data collection projects and electronic mailing deadlines. – Analyzing data in SPSS and using other statistical tools. – Making Data Entry Programs. – Preparation Daily Status. 	

<ul style="list-style-type: none"> – Recruitment of Ad-hock persons. – Making Ad-hock persons' salary Bills and permanent persons O.T Bills. – Managing all activities of a data punching & coding selection, questionnaire development, field pre-testing, full-scale data collection, data entry, validation, analysis and reporting. – Undertake qualitative and quantitative data analysis for pilot phase. – Participating in review and plan meetings initiated by the designated supervisor. <p>Effectively supervising team and building the capacity in data analysis and preparation.</p>	
The City School, Jhang	June '04 – Oct '05
<i>Office Assistant & Accountant</i>	
The Oriel School System, Jhang	April '98 – June '04
<i>Office Assistant & Accountant</i>	
State Life Computer Institute, Jhang	April '94 – April '98
<i>Office Assistant & Lab Assistant</i>	

Educational Qualification

Bachelor of Arts (B.A)	Punjab University
F.A	BOI Faisalabad

Professional Trainings

Training	Institution
Sample Design for Survey	Big Data Solution, Islamabad
Post Graduate Diploma, Computer Science	The City School, Jhang Saddar