



**Mohammad Junaid Alam**

**Patna, Bihar, INDIA**

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With **nearly 10 years** of work experience in the field of **MIS, Data Management, Data Analysis, Documentation, Employee Relations, Facility, Welfare and General Administration.**

#### SKILLS

- Management Information System
- Capacity Building and Training
- Programme Management
- Project Monitoring and Evaluation

#### Personal Details

Date of Birth : 12/06/1987  
Marital Status : Married  
Nationality : Indian  
Religion : Islam  
Passport No. : P0561523  
Date of Issue : 27/06/2016  
Date of Expiry : 26/06/2026

#### Awarded

- Best Employee 2014-2015 (1<sup>st</sup>Qtr) for MIS and IT Administration (Pearl Award) rewarded in Population Services International.

### Professional-Experience

**Designation : MIS – Associate-AEP**

**Organization : Strategic Alliance Management Services Pvt. Ltd /INDUCTUS**

**Duration : Oct'2020 to till date.**

**Work Profile :**

- Provide support to the **AEP cell** in close coordination with **UNFPA** in development of broad indicators, reporting and recording formats.
- Supervise functions of MIS unit, MIS portal and strengthen MIS systems for the project.
- Analyse data collected and collated through web and paper formats.
- Monitor data quality (timely, completely, correctly) in preparation of periodic and annual reports.
- Support in designing and providing oversight to MIS capacity building mechanisms at the level of Resource Centre and Regional Resource Centres.
- Prepared indicator of Mobile application. Looking backend system of mobile application and dashboard.
- Prepare feedback on the progress reports received from the Regional Resource Centres.
- Monitor of recording/ reporting system/ maintenance of Regional Resource Centres through field visits and submit visit note.

**Designation : Executive – MIS/HR**

**Organization : Pragati Development Consulting Services Ltd. (PDCSL)**

**Duration : Feb'17 to Feb'2020.**

**Work Profile :**

- Instrumental in operational & MIS management.
- Contract management of approx. 500 consultants.
- Ensure monitoring and control system for consultants' attendance.
- Provide monthly staffing reports.
- Manage and coordinate all HR related activities including recruitment, selection, insurance, capacity building, staff administration etc.
- Maintain a database of candidates & Maintain personnel files of all recruited consultants.

**Designation : Sr. MIS Associate**

**Organization : Population Services International (PSI)**

**Duration : May'13 to Jan'17**

**Work Profile :**

- To Maintain DHIS Software on daily basis as per need with support of field MIS Staff. Daily Entry Tracking and manage of Lead Generation & Sales Data by Sales Officer entered in DHIS android app. Report Generation, analysing, Chart in DHIS preparation on Monthly basis.
- To Maintain and update the MIS Data, Documentation and analyse it in 3SI Project & Packard Programme.
- Data analysis, invoicing, incentive payment of Paramedic Staff & Providers Payment in Packard Programme.
- Manage an IT-enabled MIS and generate relevant reports for monitoring impact including supervision of data entry, cross checking of data and validation.

### Education

**2011-13 - MBA (HR)** from Punjab Technical University completed.

**2008-11 - Bachelor's in business administration** from Alagappa University

**2014 - Data Quality** online course from Global Health Learning Centre, USAID

**2004 - Diploma in Computer Application (DCA)** from BIIT, Haryana.