Mr Naseer Ahmad Noor

External Candidate

PERSONAL INFORMATION

Date of Birth	30.03.1999	**Second Nationality**	
Place of Birth	Wardak	**Third Nationality**	
Gender	Male	**Years of Experience**	3 Years and 10 Months
First Nationality	Afghanistan	**Employee Category**	

CONTACT INFORMATION

Contact Number	+93 79000 9975
Alternate Number	+93 77120 7799
Business Email	
Personal Email	naseer.ord@gmail.com
Preferred Email	Personal E-mail Address

RECENT PROFESSIONAL EXPERIENCE

04.2021 - Open	**Programme Officer**	
Kabul, Afghanistan		Organization for Relief Development (ORD)
11.2020 - 04.2021	**Project Officer**	
Kabul, Afghanistan		Organization for Relief Development (ORD)
03.2018 - 08.2020	**Project Assistant**	
Jalalabad, Afghanistan		Organization for Relief Development (ORD)

HIGHEST EDUCATION ATTAINED

Computer Science, Bachelor's Degree, Nangarhar University, Computer Science Faculty, 16.10.2020

OFFICIAL IOM LANGUAGES

English	Fluent
French	Not rated
Spanish	Not rated

SKILLS

Microsoft Office Applications	3 - 5 years
Database Development and Administration	1 - 2 years
Programming and Software Engineering	1 - 2 years
Network Design and Administration	Less than 1 year
Web Development and Administration	Less than 1 year
Needs Assessments	Less than 1 year
Project Reporting	Less than 1 year
Project Management	Less than 1 year

WORK EXPERIENCE

04.2021 - Open	**Programme Officer**		
Kabul, Afghanistan		Organization for Relief Development (ORD)	
Organizational Unit	Programme		
Contract Type	Staff member	**Emergency**	No
Type of employment		**Short-Term Assignment**	No

1- Translating documents to and from English into Dari / Pashto.2- Working on ORD projects' final and narrative reports and#submitting those finalized reports to relevant donors.3- Conducting organizing and participating in programme meetings and the
Regional Coordination Meetings and keep records of meeting minutes.4- Maintaining knowledge management structures for internal documentation, evaluations, project learnings, and external information sources; upload and file programme documents in ORD's
intranet and project management software.5- Assisting the MEAL department with the operationalization of the Complaints Response Mechanism (CRM) across ORD programming.6- Facilitating ORD project kick-off, project review and lessons learned workshops.7-
Development and revising of proposals in accordance with ORD standards.8- Providing administrative and strategic support for the implementation of ORD projects.

11.2020 - 04.2021	**Project Officer**		
Kabul, Afghanistan		Organization for Relief Development (ORD)	
Organizational Unit	Programme		
Contract Type	Staff member	**Emergency**	No
Type of employment		**Short-Term Assignment**	No

1- Input and output monitoring in the project and documentation of the processes adopted in the project implementation, emerging best practices, success stories, human interest stories during implementation of the project.2- Providing timely feedback on
the project progress and shortcomings to the Project Manager/ Project Coordinator.3- Supporting Project Manager in developing Work Plan and Financial Plan on quarterly basis.4- Submitting quality MIS reports, monthly progress reports and process reports
regularly to the Project Coordinator.5- Providing support to the partner organization team in organizing the training events as per the training calendar and work plan. 6- Coordinating with Project Coordinator in analyzing monitoring data and take
necessary actions for the improvement of the project.7- Preparing social and economic feasibility report for all infrastructure related works e.g. irrigation works.

03.2018 - 08.2020	**Project Assistant**		
Jalalabad, Afghanistan		Organization for Relief Development (ORD)	
Organizational Unit	Programme		
Contract Type	Staff member	**Emergency**	No
Type of employment		**Short-Term Assignment**	No

1- Reviewed project dashboards and status reports for each project. Ensured they were delivered in a timely manner. 2- Ensure that all aspects of project implementation were carried out in line with regulatory compliance standards. 3- On site management
during implement, tackling issues during installation, monitoring budget and quality of work. 4- Using referent software for project activities improvement.

EDUCATION

03.2019 - 03.2020   **Technical Diploma**   **Languages**
Muslim English Language Institute (MELI), Jalalabad, Afghanistan

08.2016 - 10.2020   **Bachelor's Degree**   **Computer Science**
Nangarhar University, Computer Science Faculty, Jalalabad, Afghanistan

03.2004 - 03.2016   **Other Degree/Certificate**   **General**
Qala-E-Kashif, Kabul, Afghanistan

ALL LANGUAGE PROFICIENCIES

English	Fluent
French	Not rated
Spanish	Not rated

Mr Naseer Ahmad Noor

REFERENCES

Mr Mohammad Khalid Salimee

Occupation, Business Title	Director
Relationship	Previous Supervisor
E-Mail	director@ord.org.af
Address	Barlin
Address (Continued)	Germany

Mr Karimullah Wasiq

Occupation, Business Title	Manager
Relationship	Previous Supervisor
E-Mail	karim.wasiq@ord.org.af
Address	Kabul, Company
Address (Continued)	

Mr Muhiburahman Muhib

Occupation, Business Title	Programme Manager
Relationship	Current Direct Supervisor
E-Mail	pm.humanitarian@ord.org.af
Address	Kabul, Karta-E-Char
Address (Continued)	

ATTACHMENTS

Certificate/Diploma	University Transcript and Diploma
Certificate/Diploma	High School Diploma and Transcript
Certificate/Diploma	MELI Diploma
Certificate/Diploma	Management and Leadership Certificate