

# Mr Naseer Ahmad Noor

External Candidate

## PERSONAL INFORMATION

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

## CONTACT INFORMATION

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

## RECENT PROFESSIONAL EXPERIENCE

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

## HIGHEST EDUCATION ATTAINED

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

## OFFICIAL IOM LANGUAGES

<b>English</b>	Fluent
<b>French</b>	Not rated
<b>Spanish</b>	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

<b>04.2021 - Open</b>	<b>Programme Officer</b>		
Kabul, Afghanistan		Organization for Relief Development (ORD)	
<b>Organizational Unit</b>	Programme		
<b>Contract Type</b>	Staff member	<b>Emergency</b>	No
<b>Type of employment</b>		<b>Short-Term Assignment</b>	No
<p>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.</p>			
<b>11.2020 - 04.2021</b>	<b>Project Officer</b>		
Kabul, Afghanistan		Organization for Relief Development (ORD)	
<b>Organizational Unit</b>	Programme		
<b>Contract Type</b>	Staff member	<b>Emergency</b>	No
<b>Type of employment</b>		<b>Short-Term Assignment</b>	No
<p>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.</p>			
<b>03.2018 - 08.2020</b>	<b>Project Assistant</b>		
Jalalabad, Afghanistan		Project Assistant	
<b>Organizational Unit</b>	Programme		
<b>Contract Type</b>	Staff member	<b>Emergency</b>	No
<b>Type of employment</b>		<b>Short-Term Assignment</b>	No
<p>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.</p>			

## 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

## REFERENCES

Mr Mohammad Khalid Salimee

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

Mr Karimullah Wasiq

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

Mr Muhiburrahman Muhib

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

## ATTACHMENTS

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