

PERSONAL INFORMATION **Naseer Ahmad Noor**

 Kabul, Afghanistan

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 naseer.ord@gmail.com

Sex: Male

Date of birth: 30/03/1999

Nationality: Afghan

Religion: Islam

WORK EXPERIENCE

- **Programme Officer with Organization for Relief Development (4/2021- Present)**
 - Translating documents to and from English into Dari / Pashto.
 - Working on ORD projects' final and narrative reports and submitting those finalized reports to relevant donors.
 - Conducting organizing and participating in programme meetings and the Regional Coordination Meetings and keep records of meeting minutes.
 - 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.
 - Assisting the MEAL department with the operationalization of the Complaints Response Mechanism (CRM) across ORD programming.
 - Facilitating ORD project kick-off, project review and lessons learnt workshops.
 - Development and revising of proposals accordance with ORD standards.
 - Providing administrative and strategic support for the implementation of ORD projects.
- **Project Officer with Organization for Relief Development (11/2020 – 04/ 2021)**
 - 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.
 - Providing timely feedback on the project progress and shortcomings to the Project Manager/ Project Coordinator.
 - Supporting Project Manager in developing Work Plan and Financial Plan on quarterly basis.
 - Submitting quality MIS reports, monthly progress reports and process reports regularly to the Project Coordinator.
 - Providing support to the partner organization team in organizing the training events as per the training calendar and work plan.

Curriculum Vitae

- Coordinating with Project Coordinator in analyzing monitoring data and take necessary actions for the improvement of the project.
- Preparing social and economic feasibility report for all infrastructure related works e.g. irrigation works.
- **Project Assistant with Organization for Relief Development (March/2019- Aug/2020) (Part time)**
 - Reviewed project dashboards and status reports for each project. Ensured they were delivered in a timely manner.
 - Ensure that all aspects of project implementation were carried out in line with regulatory compliance standards.
 - On site management during implement, tackling issues during installation, monitoring budget and quality of work.
 - Using deferent software for project activities improvement.

EDUCATION AND TRAINING

- Graduated from Muslim English Language Institute (**One Year Diploma**)
- Graduated from Qala-E-Kashif High School (**High School Diploma**)
- Graduated from Nangarhar University Computer Science Faculty (**bachelor Certificate**)

PERSONAL SKILLS

Mother tongue(s) Pashto

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C1
	MELI				
Persian	C1	C2	C1	C1	C1
Arabic	A1	A1	A1	A1	A2

Computer skills MS. Office
Web Development
MCSE

Hobbies and interests Cricket
Study
Sightseeing
Swimming

Curriculum Vitae

ADDITIONAL INFORMATION

Publications
Driving licence
Presentations

The book of (د پروگرام ليکنې بنسټ نه) in Pashto language.

References

Name: Mohammad Khalid 'Salimee'
Position: Director at Organization for Relief Development (ORD)
Email: director@ord.org.af

Name: Karimullah 'Wasiq'
Position: Addmin/HR Manager at Organization for Relief Development
Email: karim.wasiq@ord.org.af

Name: Ruqia 'Rahmani'
Position: Senior HRM Officer
Email: admim.hm@ord.org.af

Curriculum Vitae