**Maryam Ahmadzada**

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 **CAREER OBJECTIVE:**

The Conclave of Entrepreneurship, Leadership and Technology (CELT) theme is of a special relevance to my professional goals and career objectives, and therefore I would high appreciate to be given an opportunity to attend this Conference gathering keen (CELT) for Afghanistan from all over the World. I already have some knowledge on the main theme of the training as I am a professional person with bachelor degree at literature and working experience at different organizations and young, wherewith I had learnt and trained leadership, monitoring, administration, public relation, international relation. I have good leadership skills as well. I am confident you will find my application as a worthwhile investment. My attendance at this Conference (CELT) is a wise investment and I would highly appreciate to be one of the selected participants.

**EDUCATIONAL QUALIFICATIONS:**

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| --- | --- | --- | --- | --- |
| **Year of**  **Passing** | **Examination** | **School/College** | **Board/**  **University** | **Percentage**  **Of Marks** |
| 2011 | Per semester | University of Kabul | Faculty of Languages | 67.66 |
| 2007 | 12th | Sorya High School | General | 96.56 |
| 2011 | 10th | Sorya Hight School | General | 90.30 |

**TECHNICAL SKILLS:**

* Languages: **English** (Flaunt), **French** (Excellent), **Persian** (Native)
* Hardware: Fax Machine, Photo Copy, Scanner, Print, Driving.
* Software: Microsoft package (Word, excel, power point, access, Outlook)

**PRE PROFESSIONAL EXPERIENCE:**

1. **Company:** ACTED Afghanistan: (2014-2016)

**Position:** Administration Officer

**Job roles:**

Responsible of all Administration tasks; Lettering to ministries, NGOs, Embassies, reporting to line manager and HQ, monitoring bases reports, managing, preparing, scheduling meetings/conference/parties and etc. Develops and ensures smooth implementation of ACTED’s strategic priorities. Handle customers, suppliers and landlords on telephone and in person with queries and problems. Train new employees in administrative tasks within the department. Maintain records and file data according to category. Communicate with management, staff, suppliers and customers to ensure a pleasant work environment. Ensures all reporting is carried out with accuracy, and in line with timelines and templates. Liaises with local and international organizations to broaden and strengthen ACTED's linkages. Ensures clear and concise internal and external communication. Attending meetings, prepare agenda taking minutes, schedule meeting and conference.

2. **COMPANY:** ACTED Afghanistan (2013-2014)

**POSITION:** Monitoring Officer

**JOB ROLES:**

Develop and strengthen monitoring, inspection and evaluation procedures; Monitor all project activities; Recommend further improvement of the logical frame work; Develop monitoring and impact indicator for the project success; Monitor and evaluate overall progress on achievement of results; Provide feedback to the Project Manager on project strategies and activities; Report monthly progress on all project activities to the Project Manager and WFP (World Food Program); Support monitoring and evaluation of the effects and impact of the project; Assist the project personnel with M&E tools and in supporting them in their use.

3. **COMPANY:** OXUS Afghanistan (2013-2014)

**POSITION:** Micro-Finance Trainer

**JOB ROLES:**

Develop and implement the annual training plan in a timely manner in the light of the annual business plan. Develop and update training and orientation modules that are tailored to the requirements. Organize, facilitate and conduct the training sessions; Monitor and evaluate the training sessions conducted by other trainers to ensure the quality of the training delivery and materials. Develop relevant and timely refresher training courses for OXUS staff. Manage (plan, regularly monitor and appraise) the performance of training staff. Guide, coach and mentor them to enhance the quality and effectives of their performance. Evaluate the training sessions in terms of the objective, content, relevance, timeless and the tools trainees are provided in order to improve their performance. Prepare monthly, quarterly, and annual progress reports related to training department in OXUS.

4. **COMPANY:** **WIG - USAID** (2013)

**POSITION:** **Internship**

**JOB ROLES:**

Created and implemented curricula; Stayed abreast of Staff and personal need; Adjusted schedules and content in accordance with political and security situation; Developed strong professional relationships with staffs; Keeping a record of financial transactions; Record all employee, supplier and customer information; Prepare correspondence and draft contracts between the company and clients; Prepare statistical report, narrative reports. Check weekly fills and if they need any changes, reconciling them; Weekly assessment. Any other tasks assigned.

**HOBBIES/INTERESTS:**

* Writing short stories
* Drawing
* Traveling
* Meet new people from different culture and countries
* Learning new things
* Listening classical music + India music