

## CV

### Mohammad Ajmal Stanikzai

Master of Business Administration (MBA)

Jawaharlal Nehru Technological University India(2015-2017)

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#### Work Experience:

- ✓ Humanitarian Program Manager at ODA (Official Development Aid) funded by Japan
- ✓ HR Acting Director(ANDMA)
- ✓ Head of Training and Organizational Development (ANDMA)
- ✓ Provincial Director of (ANDMA) Afghan National Disaster Management Authority and Humanitarian Affairs Logar Province (2011-2015)
- ✓ Marketing Officer in Mangal Singh Group of Company (part time) India
- ✓ Business Development Manager
- ✓ As a Lecturer in Dunya private university (part time)2019-up to date
- ✓ As a lecturer in Kateb private university (part time) 2019-up to date
- ✓ As a Lecturer in Isteqlal private university (part time)2017- up to date
- ✓ As a Lecturer in Rabia Balkhi private university (part time)2017-2019
- ✓ Work as admin director Zahid Zabhi Construction company
- ✓ Governor Office Media Advisor Logar Province (2010-2011)

#### Duties as Program Manager

1. Ensure all projects are delivered on time within the stipulated scope and budget
2. Lead the initiation and planning of a project and ensure technical feasibility
3. Ensure resource availability and allocation
4. Develop a detailed plan to monitor and track the progress of the project
5. Coordinate with internal and external parties for the flawless execution of projects
6. Measure project performance using appropriate project management tools
7. Perform risk management analysis to reduce project risks
8. Report and escalate to upper management as and when needed
9. Create and maintain a comprehensive project documentation
10. Ensure the accuracy and relevance of data collection techniques used by teams, and aggregate the data in designing relevant programs, creating concept notes, drafting proposals, and finalize reports.
11. Conduct regular coordination with other humanitarian organizations, including UN agencies, donors, government departments, and other relevant bodies involved in emergency response
12. Create and supervise small-scale rapid respond units which can provide timely response to humanitarian needs and can be easily replicated in other locations/sectors. Work with the head of program/CD to ensure quality proposal narrative, budget and other required documentation is produced.
13. Ensure accurate and timely monitoring and tracking of emergency response interventions management and ensure the full transparency and integrity of the humanitarian operation.
14. Overseeing the staff activities, leading the teams, tracking progress, and maintaining the policy compliance (implementation tracking documentation, beneficiary receipt signatures, etc..) and through the promotion of beneficiary and local authority involvement;
15. Lead the humanitarian team in conducting the rapid assessment and developing distribution plan and make sure the plan has been executed with timely and coordinated manner

16. Ensure that the team has the required skillsets for conducting rapid assessment, humanitarian intervention, identifying beneficiaries, and reporting the progress.
17. With consultation of management set clear criteria for the selection of beneficiaries
18. Produce detailed assessment reports and share with Kabul main office and other stakeholders in the regional level.
19. Maintain close relation with UNOCHA/UNHCR, Dorr and other humanitarian actors
20. Assist the M&E team in conducting the post Distribution Monitoring (PDM) of each intervention.
21. Any other duty assigned by the supervisor with the field team in conducting the rapid assessment and distribution

#### **Duties as HR Acting Director:**

22. Developing and implementing human resource policies.
23. Supporting strategic objectives.
24. Hiring staff and negotiating employment agreements.
25. Ensuring compliance with laws and regulations.
26. Managing staff wellness and performance reviews.
27. Motivating and supporting current staff
28. Handling employee benefits.
29. Designing and directing training programs.
30. Develop and implements departmental budget.
31. Formulating different strategies for organization development.

#### **Duties as Head of Training and Organizational Development:**

1. Directs the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objective of the organization.
2. Design and develops HR training programs for management and employees.
3. Develops and learning activities, audio-visual materials, instructor guides and lesson plans.
4. Reviews evaluations of training courses objectives and accomplishments.
5. Make assessments of effectiveness of training in returns of employee accomplishment and performance.
6. Providing TOR for the organization staff.
7. Developing organization design and structure.

#### **Duties as Provincial Director of (ANDMA) Afghan National Disaster Management Authority and Humanitarian Affairs Logar Province**

1. Organizing, arranging and coordinating PDMC (Provincial Disaster Management Committee) meeting.
2. Hire, terminate and train staff.
3. Plan and implement the annual calendar of activities
4. Providing training and guidance.
5. Managing administrative functions to ensure smooth and efficient operation of the organization.
6. Identifies and resolve problems in a timely manner and develop alternative solutions.
7. Allocate use of available resources.
8. Determine staffing requirements.
9. Send the survey teams to the vulnerable areas regarding natural disaster happening (floods, earthquake and other natural disasters.
10. Collecting the survey results and shares it with PDMC members
11. Circulate the survey results to ANDMA (Afghan National Disaster Management Authority) Main office Kabul and also share it the survey results with WFP, UNOCHA, IRC, IOM, and other NGO and INGO.
12. Evaluation of Staff Performance.
13. Giving daily reports to Main office (ANDMA) Kabul.

14. Attends in all provincial meetings.
15. Making of monthly, quarterly and yearly plan.
16. Distribution of food package and non-food package for affected peoples.
17. Coordination of all national and international organization resources for the effected peoples.
18. Giving the information of under hazard place to national and international organization.
19. Anticipating of natural disaster such as flood happening and advertise it from Local Radio newspaper and TV for peoples those who are living along the river or under hazard areas.
20. Collecting the reports from districts time to time.
21. Rescue the affected people and transfer them to the safest areas.
22. Making of disaster seasonal plans.
23. Providing opportunity for self-improvement of the stuffs.
24. Providing best compensation system for the employees (paid over time, allowances, base salary,).
25. Division of works among subordinates.
26. Responsible for the achievement of organization goals.

#### **Duties as Marketing Officer:**

1. Evaluating and optimizing marketing and pricing strategies.
2. Analyzing market trends and preparing forecast.
3. Generating new business.
4. Increasing brand awareness and market share.
5. Coordinating marketing strategies with the sales, financial, public relations and production department promoting brand at trade shows and major industry related events.
6. Build strategic relationships and partner with key industry plyers, agencies and vendors
7. Preparing and presenting quarterly and annual report to senior management.

#### **Duties as Business Development Manager:**

8. Setting goals and developing plans for business and revenue growth.
9. Researching, planning, and implementing new target market initiatives.
10. Researching prospective accounts in target markets.
11. Pursuing leads and moving them through the sales cycle.
12. Developing quotes and proposals for prospective clients.
13. Setting goals for the business development team and developing strategies to meet those goals.
14. Training business development staff.
15. Attending conferences and industry events.

#### **Duties as Lecturer in Dunya Private University:**

- 1 Handling principle of Marketing subject for Masters(MBA)
- 2 Handling Marketing Management subject for Masters(MBA)
- 3 Handling Leadership and Team building subject for Masters(MBA)
- 4 Handling 1&2 Marketing subject for Bachelors
- 5 Handling Marketing Research subject for Bachelors
- 6 Handling International Marketing subject for Bachelors
- 7 Handling HRM Human Resource Management subject for Bachelors

#### **Duties as Lecturer in Kateb Private University:**

- 1 Handling CB (Consumer Behavior) subject.
- 2 Handling MM (Marketing Management) subject.
- 3 Handling Principle of Management.
- 4 Handling Disaster Management.

#### **Duties as Lecturer in Isteqlal Private University:**

- 1 Handling Sales Management subject.
- 2 Handling Development Marketing subject.
- 3 Handling Strategic Management subject.

- 4 Handling Change Management.
- 5 Handling Business Ethic subject for bachelors.

#### **Duties as a Marketing Manager:**

1. Manage and coordinate marketing and creative staff
2. Lead market research efforts to uncover the viability of current and existing products/services
3. Collaborate with media organizations and advertising agencies
4. Brainstorm ideas for new campaigns
5. Coordinate with the sales team and other departments to produce effective strategies
6. Monitor current campaigns, ensuring their staff meets deadlines and complete necessary tasks
7. Analyze data to evaluate the success of their marketing efforts and come up with new ideas to improve brand marketing and exposure
8. Ensure the company is communicating the right messaging to attract prospective customers and retain existing ones

#### **Duties at Zahid Zabhi Construction Company**

- 1 Planning meetings and taking detailed minutes.
  - 2 Book travel arrangement.
  - 3 Submit and reconcile expense report.
  - 4 Sorting and distributing incoming and outgoing post.
  - 5 Maintaining a clean and enjoyable working environment.
  - 6 Handling external or internal communication.
  - 7 Support the organization strategic alliance and partnership.
  - 8 Represent the organization to the public, key stakeholders and business partner.
  - 9 Coordinate finance, assist with budgets preparation.
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#### **Formal Education:**

- ✓ **MBA (Master of Business Administration) Jawaharlal Nehru Technological University - India**
  - ✓ **Bachelor in Economic from Kabul University.**
  - ✓ **Diploma in English from Global Computer Academy and modern English language center.**
  - ✓ **12<sup>th</sup> Grade Certificate (Hisarak Secondary high school)**
  - ✓ **Diploma in Computer Programming Global Computer Academy and modern English language center**
  - ✓ **Diploma in General Management.**
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#### **Achievements:**

- ✓ Awarded Masters Scholarship by Indian Gov't through TheAfghan Scholarship Scheme - (ICCR) .
  - ✓ Fulfilment of Master of Business Administration thises on Training and Development of employees.
  - ✓ Letter of recommendation from Jawahar Lal Nehru Technological University India.
  - ✓ Letter of recommendation from MBA Departement (JNTU) India.
  - ✓ Letter of recommendation from MBA Thises guide .
  - ✓ Letter of recommendation from ANDMA.
  - ✓ Letter of recommendation from SRAK Radio.
  - ✓ Letter of recommendation from ZENT Radio.
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#### **Workshops:**

- ✓ Participation in Seminar on disaster management for Afghanistan officials Beijing China.
- ✓ Participation in Seminar on Earthquake Disaster Emergency Response for Developing Countries

Red Cross China

- ✓ Participation in Seasonal Climate Forecasts Mechanism in the Region from (SAARK) India.
  - ✓ Participation in Dignity Based Management and Anticorruption Methodology from India Conducted by Poland Embassy.
  - ✓ Participation in Emergency Operation Center Level 100(EOC100) workshop from Global Coordination Emergency Response from India
  - ✓ Participation in (DRR) Disaster Risk Reduction workshop from WFP (World Food Program).
  - ✓ Participation in Regional Integrated Food Security Phase Classification (IPC) workshop from (FSAC) Food Security and Agriculture Cluster.
  - ✓ Participation in Leading, Directory and Communication workshop for districts chief in logar province from USAID.
  - ✓ Participation in Capacity Building for Effective Emergency Response from Care International.
  - ✓ Participation in Capacity Building in Living Environment from National Environment Protection Agency.
  - ✓ Participation in Disaster Risk Reduction and Emergency Preparedness workshop from UNICEF.
  - ✓ Participation in Disaster Management workshop from (UNFPA).
  - ✓ Participation in Rapid Assessment Form Training of Trainer workshop from (UNOCHA)
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#### **Skills:**

- ✓ OPERATING SYSTEM : Disk operating system, Ms. Windows
  - ✓ GLOBAL NETWORKING SYSTEM : E-mail, World Wide Web.
  - ✓ SPREED SHEETS : Ms. Excel.
  - ✓ WORD PROCESSING
  - ✓ Cool edit program (adobe audition) Ms. Word, Word Perfect
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#### **Other Skills:**

- ✓ Motivated hard working and ability to identify problems.
  - ✓ Committed and responsible.
  - ✓ Good in communication and client orientation skill.
  - ✓ Capable of working in any challenging environment.
  - ✓ Willing to learn and respect for diversity.
  - ✓ Believe leadership and good teamwork makes great different.
  - ✓ I can ride motorbike and drive too.
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#### **Language:**

- ✓ **Dari (Fluent)**
- ✓ **Pashto (Native)**
- ✓ **English (Fluent)**

#### **Referees:**

- Bahman Yusufi HR Director at MOBY Group  
Tel: 0093777225686 Email:bahman.afghan@gmail.com
- Mohammad Nasir Rahimi Recruitment Specialist at IARCSC  
Tel: 0093744996729 Email:m.naserrahimi@gmail.com