BELAL NOORY

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<https://resume-4756a.web.app/>

I am Belal Noory from Kunduz province of Afghanistan. I graduated high school in 2014 where I dreamed of becoming a person to serve and help people. In my last year of school, I joined Lincoln Learning Center – LLC as a computer and English language volunteer tutor teaching computer and English language and this was the first time I proud of myself and was very happy for sharing my knowledge with other students.

After school graduation, I joined SHARQ University and completed my bachelor's degree in computer science at the end of 2018. After university graduation, I joined MSF (Doctors without Borders) which is an international humanitarian organization as EMR – Electronic Medica Record officer. Then, I joined Just for Afghan capacity and knowledge (JACK) which is a humanitarian organization as admin and finance officer of two projects namely AHF TRUMA and AHF COVID-19 and was responsible for office administration, HR-related duties including hiring new employees, orient new employees, controlling personal file of employees, procurement and logistics of required goods for 5 FATPs (clinics) in fields, and procure all the required items according to monthly BFU (Budget follow up) by making requests and process all the required documents required for procuring an item including (request form, quotation form, bid competitive form, bill translation form, purchase order, GRN – Good receive note and finally vouchering the document. In addition to this, I was responsible for booking hotels for staff and guests who came to the main office or from donors and providing accommodation for them plus conducting training for staff and managing their transportation, accommodation, and refreshments.

This journey totally transformed me to be a good leader and I was very happy for helping people in conflict zones and encouraged children to start learning and be educated.

Currently, I am working as database officer in ACTED, REACH, IMPACT and I am designing surveys forms and analysis its data back. We are conducting surveys to find poor and needy families and send their information to donors to help and donate them. We almost covered all provinces of Afghanistan.

As I am involved in humanitarian activities since 2018, I am eager to improve my computer knowledge from professionals. A bachelor degree from USA will help me more to familiarize with many fundamental and advanced subjects and topics required for working with international organizations.

I cannot wait to start and learn from professionals.

I will much appreciate it if I will be considered as a candidate for this unique opportunity.

Best regards. Belal Noory