

## **Curriculum Vitae (CV)**

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### **Education**

- 2022: Graduated from Herat University, Department of Database, Computer Science faculty.
- 2020 Graduated from Dunia Zaban Academy, 52 days' program.
- 2019-2021 Graduated from Code to Inspire (CTI), Native Android Application Development.
- 2018 Graduated from Gowhar Shad High school.
- 2015 Graduated from ROWDOA organization, Microsoft office package, Internet.
- 2015-2016 Graduated from ROWDOA organization, Interchange system.

## **Work Experience**

**Organization:** International GOA Tek Ink Company

**Duration:** 5-Nov-2024 to 5-March-2025

**Position:** HRM Assistant (Human Resource Management)

**Responsibilities:** worked remotely

- Job Posted
- Candidate contact, sent information about company and internship period.
- Sent questionnaire with official email of the company.
- Interview conduct after receive questionnaire.
- Sent Agreement letter and Offer letter to candidates after passing the interview.
- Request IMC
- Did social Media Task
- Did office Management tasks
- Headhunting
- Participants in weekly meetings.
- Wrote daily and weekly reports

**Organization:** WASSA (Women Activities and Social Services Association)

**Duration:** 12 November 2024 – 28-Feb- 2025

**Position:** VSLA officer (Village Saving and Loan Association)

- Update VSLA Database in every saving session
- Work together with the Village Savings and Loans Association (VSLAs) in a collaborative and empowering way to identify training needs, and facilitate the groups to develop plans and goals for individual and group businesses.
- Facilitate planning, organizing, and management of village savings and loan associations (VSLAs), and promote and be aware of VSLA strategy among communities and local leaders.
- Develop a work plan to ensure effective implementation of VSLA-related activities as outlined in the detailed implementation plan.
- Regularly monitor and follow up and provide technical support to VSLA members and ensure quality practice and function per standard.
- Facilitate the identification of village-level VSLA agents to enhance community awareness and ownership/sustainability of the VSLA approach.
- Provide monthly written feedback on the training and the progress made by the groups
- Providing high-quality case studies, quotes, and photographs to support fundraising for the program
- Good Planning and Reporting
- Coordination with group member for collect Saving and loan
- Present training in different section to beneficiaries.
- Good filling and documentation
- Training about VSLA for self-selection groups of women
- Distributed the cash box, individual notebooks and cash books for self-selection groups.
- Distribute the monthly saving of groups for women of groups.
- Success story

**Organization: ASLO (Afghanistan Social and Legal Organization)**

**Duration:** 16 November 2023\_30 April 2024

**Position:** Data Collector/Distributor

- Mapping and coordination with cluster and lord of place in villages of Zindajan district.
- Survey and collect the beneficiary's information with Kobo application form in 3 part (Cash for food, Livestock and Kitchen Gardening) in the earthquake villages of Zindajan that were most vulnerable.
- Done success PDM (Pre-Distribution Monitoring) in 3 section (Cash For Food, Livestock and Kitchen Gardening).
- Did some work depend of M&E department.
- Did some work depend of Program department.
- Did some work depend of Finance and HR department.
- Distributed CFF (Cash For Food), Livestock and Kitchen Gardening package in Zindajan district.
- PDM (Post Distribution Monitoring) in 3 section Cash For Food, Livestock and Kitchen Gardening.
- Trained the beneficiaries about Livestock and Kitchen Gardening in their villages.
- Wrote Success Story and done monitoring from village witch got assessment.
- Preparing daily, weekly and monthly reports.
- Do any other duties which will be specify by manager.

**Organization:** UNHCR and WASSA

**Duration:** 26 October 2023\_30 October 2023

**Position:** Enumerator

Participated for emergency assessments from UNHCR\_WASSA

- Went to the village of district Herat province that was earthquake center
- Wrote our daily report
- Survey beneficiaries of earthquake center with KOBO application
- Divides emergency cases from another form
- Wrote PSN cases in Google Sheet form

**Organization:** CHA (Coordination of Humanitarian Assistance)

**Duration:** 19 September 2022 \_ 30 Jun 2023

**Position:** Surveyor/ Distributor / Cash protection Intern

- Familiar with Kobo application and used it for assessment of poor families.
- Went to district of Herat province for assessment of poor families.
- Called for families who were beneficiaries to give them money.  
Familiar with GDT (Global Distribution Tools) and participated in this distribution to give them money.
- Worked with Online database of PSN (Person with Specific Need) project and insert data, upload document, serialized PSN cases and also insert new refer, new PSN cases, rejected cases, approved cases in Offline database of PSN and also do filling and translate some cases.
- Familiar with weekly and monthly reports and I was able to create weekly and monthly reports.

## **Computer skills**

- Fully familiar With Common Computer: Windows, Microsoft Office, Internet, and other software using like databases SQLite.
- Fully familiar with Photocopy machine, scanning and printing machines.
- Familiar with programing in special Java Language, HTML, CSS.

## **Other skills**

- Data Entry
- Fully Familiar with KOBO application to create form and assessment.
- Familiar with Android Studio Development and creating Application.
- Fast Dari and English typing.
- Teaching experience.
- Management.
- Programming.
- Ability to work both independently and in a team and prioritize tasks.
- Good filling and documentation.

## **Training and Workshop**

- Safeguarding, online training by WASSA organization on 5-March-2025
- Humanitarian Needs Assessment E-Learning program by KOBOTOOLBOX academy on 18 August 2024.
- DRA project closing and HEJR Reflection Workshop on 24 April 2024 in Arg hotel.
- RRTR(Rapid Real Time Review) workshop from 18 January 2024 -- 25 January 2024 in Arg hotel by DRA (Dutch Relief Alliance)
- 16 December 2023 in ASLO we had workshop about HEJR (Herat Earthquake Join Response) project
- 22 November 2023 in CARE-ASLO we had training about Kobo type of form
- 22 and 25 October 2023 in UNHCR we had a training by the topics of data enumerator, Kobo emergency assessment form, who is beneficiaries and law of the survey with earthquake victims.
- 21 December 2022 in Jami private university by topic of UNV (United Nation Volunteer)
- From 07 November -22 December , 2022 at WASSA
  - ✓ Professional Email writing
  - ✓ Employment Skills
  - ✓ Organization Behavior
- 13 December 2022 in CHA online training from UNHCR by the topic of GBV (Gender Based Violence).
- 29 September 2022 in UNHCR by topic of IDP (Internal Displace Person) protection.

## **Language skills**

- Persian: Native
- Pashto: Good
- English: Good

## **References**

I will share with you if you need.