

## Ahmad Shoaib Zaheri

Email:shoaibzaheri64@gmail.com ▪ Tel:+93 (0) 774 406 194 ▪ Address: **Kabul- Afghanistan**

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**CAREER OBJECTIVES:** To enhance my professional skills in a dynamic and stable workplace.

### **EDUCATIONAL BACKGROUND**

#### **University**

##### **BSC 2012-2015**

Agricultural Economics & Extension

Kabul University

Kabul Afghanistan

#### **School**

##### **2009-2011**

Ghazi High School

Kabul Afghanistan

### **EMPLOYMENT SUMMARY:**

*This is an overview, for details please consult the detailed job experiences in the following section.*

Position	Employer	Timeframe
M&E Officer	Mgtwell consulting services	01/01/2024 Up to date
M&E Assistant	<b>Mgtwell consulting services</b>	01/02/2023 Up to 31/12/2023
Agricultural Extension worker	<b>SNAPP2 , MAIL</b>	18/04/2021 – 20/12/2021
Data entry and verification assistant	<b>Chemonics CBA, (MOE)</b>	03/11/2019 up to 29/02/2020
Project coordinator(consultancy)	<b>Aurora</b> Consulting services	04/05/2019 To 01/08/2019
Agricultural Extension Worker	<b>Baghbanbozorg</b> agricultural services center	01/07/2018 up to 31/10/2019
Data collector	<b>GIZ EU-FARM , GDEAD (MAIL)</b>	01/01/2018 To 31/06/2018
Agricultural field worker	<b>Samsor Ban</b> Agricultural Services	01/02/2016

### COMPUTER LITERACY:

- MS Office (MS Windows, MS Word, MS Excel, MS Access and MS PowerPoint)
- Accounting software's (QuickBooks)
- 30-40 words per minute typing speed
- Trouble shooting, installation....
- MS operating system (windows 7/8)
- Kobo online software
- internet

### LANGUAGES:

- Pashto
- Dari
- English
- Urdu

### DETAILED JOB EXPERIENCE:

#### **1. M&E Officer**

##### **Duties and responsibilities:**

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Tools development for Agricultural and WASH Activities monitoring projects.
- Monitor the sustainability of the project's results;
- Conduct capacity assessment on existing monitoring and evaluation system
- Develop indicators and a monitoring strategy for the project;
- Training of enumerators for data collection purpose;
- Close coordination and follow up with field enumerators;
- Recommend further improvement of the logical framework;
- Develop monitoring and impact indicator for the project success;
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team
- Participate in project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Provide feedback to the Project Manager on project strategies and activities;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;

- Report monthly, quarterly, half-yearly and annual progress on all project activities.
- Measurable Outputs and Performance Indicators
- Perform other duties as required;
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## 2. M&E Assistant

### Duties and responsibilities:

- Receive and maintain clean data source documents from field staff.
- Ensure proper filing and storage of M&E documents, including questionnaires, monitoring reports, datasets, among others.
- With support from the M&E Officer, conduct capacity building and mentorship to field staff.
- Keep the M&E database up-to-date and support program staff prepare periodic high-quality reports.
- Assist program staff during survey planning and implementation, especially preparing needed logistics and participating in data collection and cleaning.
- Develop project monitoring and evaluation tools with support from M&E Officer and Project Lead.
- Maintain confidentiality and observe data protection and other associated guidelines.
- Support M&E officer in the compilation of Monthly, Quarterly, Biannual, and annual reports by providing timely, accurate, and updated data.
- Support project teams to prepare activity reports and documentation of best practices, lessons learned, assessment reports.
- In collaboration with the M & M&E Officer, develop data templates to capture and store data in a mild form.
- Key in data from source documents into computer files.
- Transfer data from paper formats into computer files or database systems using keyboards and recorders.
- Create a database with many figures accurately/without mistakes.
- Verify data by comparing it to source documents.
- Update existing data
- Retrieve data from the database or electronic files as requested.
- Perform regular backups to ensure data preservation.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Process data for use by, among other things disaggregating by gender, age, or any additional description as required by end-users.
- Organize the transferred data into relevant formats and computers files or database systems using appropriate IT.
- Maintain and operate the project database records.
- Supervise staff and enumerators on data collection and handling.

### **3. Agricultural extension worker**

#### **Duties and Responsibilities:**

- Assist in development of farmer groups in coordination with the district extension managers and Community Development councils (CDCs) in order to work efficiently and effectively.
- Assist farmer groups to identify priority Extension, Agricultural & livestock development issues and formulate community-based action plans.
- Establish community-based farmer facilitators (e.g. village-based, farmer field school, animal health worker facilitator, home nutrition coach, etc.)
- Provide extension services for farmer along the value chain: input provision, land preparation, production, harvest and post-harvest, agro processing and commercialization of the agricultural products (crops, livestock and forest) through various methods of extension and communication.
- Establish and Support Farmer's Learning Resource Centers (FLRCs), farmer's interest groups and producers' associations, and to facilitate private sector linkages.
- Establish and Support Field Farmers Schools (FFS) with close coordination of PAIL Extension workers.
- Help small-scale and marginalized farmers to form groups (e.g. self-help) and support to increase their income through diversification and intensification of their farming and introducing of alternative livelihood opportunities.
- Identify farmers' needs, problems and feedback, and communicate it to provincial extension unit and local research institutions.
- Monitor, evaluate and report on extension of agriculture & livestock sector developments at the district and communities to provincial extension advisor/coordinator.
- Coordinate with research units and convince farmer on adoption of new technologies, motivate participatory on-farmers field trial researches, persuade farmers to visit from extension demos and research farms, and promote linkage to near research units for development of extension farmers technical skills.
- Compile the community-based extension plans and develop overall district extension service plan / package in target districts.
- Coordinate to develop, manage and conduct the workshops and trainings and other agricultural & livestock extension education models according to the seasonal calendar
- Collection of data on production and productivity, processing of agriculture, livestock products with close coordination of M&E team,
- Help to link the farmers group with the service delivery organization such as Veterinary Field Units (VFUs) or any other animal health providers. Etc
- Participate in stockholders meetings.
- The extension worker should work closely with formers and livestock groups.
- Any other tasks assigned by supervisor.

### **4. Data entry and verification assistant**

#### **Duties and Responsibilities:**

- Verify and cross-check hard copy of payroll data with Payroll Registration Information System (PRIS).
- Re-verify and validate Tashkeel code with Tashkeel database of General Directorate of Human Resource (GD HR).
- Enter data from hard copy into computerized information systems.
- Report data discrepancy findings to the data entry supervisor.

- Any other job-related task assigned by the supervisor

## **5. Project coordinator**

### **Duties and Responsibilities:**

- Coordinate project management activities, resources, equipment and information.
- Cleaning Data Received from surveyors from different provinces related to Assessment of Labor Market Demand in Afghanistan, using kobo software.
- Monitor project progress and handle any issues that arise.
- Ensure standards and requirements are met through conducting quality assurance tests.
- Create and maintain comprehensive project documentation, plans and reports.

## **6. Agricultural Extension worker**

### **Duties and Responsibilities:**

- Prepare monthly and weekly report
- Support farmers to choose good lead farmer
- Support and train farmers/owners of newly and existing orchards
- Train farmers in new horticultural techniques and methods to enhance productivity
- Any other assignment given by supervisor

## **7. Data Collector**

### **Duties and Responsibilities:**

- Working with General Directorate of Extension Core technical team in collection of technical data from Various projects and websites.
- Checking Data validation sources
- Working at e Extension complex Digital Library by uploading all the data in related categories
- Uploading Data to the Digital Library and Knowledge bank.

## **8. Agricultural field worker**

### **Duties and Responsibilities:**

- Monitoring the activities of farmers and daily workers.
- Guidance of farmers using pesticides and other agricultural equipment.
- Coordination between farmers and Samsor ban responsible.
- Monitoring pests and disease in farms and sharing the problem with office.
- Site selection for nursery production.
- Performing other work related duties assigned by supervisor or Samsor Ban responsables
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed
- Marketing for goods and services through farmer communities and online.

## **TRAINING & WORKSHOPS:**

### **Short, domestic training courses:**

- Mathematics, Tolo-E-Danish science center 2010

- Global GAP farm assurance training Kabul 2014
- TESOL, Cambridge International Organization English Language course 2015
- TOFEL, Cambridge International Organization English Language course 2015
- Office package, A to Z computer center 2016
- QuickBooks, ACE (Afghanistan Centre for excellence) 2016
- Targeting Ultra Poor (TUP) and Participatory Rural Appraisal (PRA), IFAD/SNaPP2 2021
- Professional English language course (PELC), Kabul center institute 2022

#### **HOBBIES:**

- Watching films
- Playing cards
- Gym

#### **PERSONAL DATA:**

**Name:** Ahmad Shoaib  
**Family Name:** Zaheri  
**Father's Name:** Abdul Zaher  
**Date of Birth:** 7<sup>th</sup>/ may/1993  
**ID number(Tazkera):** 1399-1000-20360

**Nationality:** Afghan  
**Marital Status:** Single  
**Email:** [Shoaibzaheri64@gmail.com](mailto:Shoaibzaheri64@gmail.com)  
**Tel:** +93 (0) 774 406 194

#### **REFERENCES:**

Will be available upon request

#### **RECORDS & CERTIFICATES:**

The original and copies of all certificates are available upon request.