



YALDA FOLAD

Coordinator,
Perfectionist, Innovator

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EDUCATION

**Bachelor of Business
Administration**

School Certificate

Naswan Zakhil High School

EXPERTISE

- ♦ Management Skills
- ♦ Marketing Strategy
- ♦ Negotiation
- ♦ Critical Thinking
- ♦ Communication Skills
- ♦ Entrepreneurial skills
- ♦ Interpersonal skills

LANGUAGE

- English
- Dari
- Pashto
- Urdu
- Uzbeki

PROFILE

Highly motivated and professional Program Coordinator with over 7 years of experience providing high-level support to senior executives. Proficient in HR management, organizing meetings and events, handling the operations and admin, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills, offering a strong foundation in business strategy, and data analysis, with a proven ability to drive efficiency, deliver successful outcomes, and collaborate within cross-functional teams.

WORK EXPERIENCE

**MgtWell Consulting Services
2024**

Program Coordinator

- ♦ Coordination, planning, and monitoring the project activities.
- ♦ Organize program-related events and meetings.
- ♦ Creating program records, reports, presentations, and proposals
- ♦ Manage marketing and communications (media, relations, social media)
- ♦ Coordination of the data collection from different provinces and providing support documents to draft the report.
- ♦ Facilitated capacity-building programs for different donor-funded initiatives, such as: The NCCSP World Bank-funded program, where 400 NGO/CSO staff members were trained in various aspects of project management and implementation. The ABADE UNDP Entrepreneurship training for SMEs, where 150 SMEs were trained in business management and growth strategies. And many more.
- ♦ Collaborate with various departments such as Administrative & Finance to ensure the system supports company operations and provides accurate, timely, and useful information.
- ♦ Supervising the M&E and Data collection team that makes 30 employees.
- ♦ Preparing the progress reports of the program at regular intervals to relevant managers
- ♦ Preparing reports, presentations, and project summaries.
- ♦ Resolved various project-related issues, such as delays in data collection, coordination challenges between field teams and central offices, and gaps in communication with local stakeholders. Initiated corrective actions, including reassigning resources, improving communication channels, and adjusting timelines, to ensure smooth program execution and mitigate potential risks to project outcomes.
- ♦ Proactively manage changes in program scope, identify potential needs for adjustment, and communicate them to stakeholders/ clients.

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

INFORMATICS

- Photoshop
- Social Media Platforms
- Windows 7/8/10/11
- Microsoft Office
- SharePoint
- IT

MgtWell Consulting Services

2023

Project Coordinator

- Assist the project manager in the development of project management documents such as project implementation plans, timelines, schedules, and progress reports.
- Execute project management administrative and booking tasks.
- Meeting with project clients to their needs and defining project requirements
- Facilitation of knowledge building and sharing system information such as using online Kobo collection tools among provincial staff or field enumerators.
- Preparing agenda for project meetings, taking meeting minutes.
- Follow up on action items to ensure the activities align with the project implementation obligations.
- Support resource allocation by tracking availability and ensuring team members have the necessary tools and information.
- Hold meetings with the program team, delegate tasks and responsibilities to appropriate personnel, coordinated with other departments and external partners as needed.

National Horticulture and Livestock Project (NHLP)- funded by

World Bank

2021

M&E Assistant

- Ensure the accurate entry of data into M&E databases and maintain organized records of all monitoring and evaluation activities.
- Assist in preparing reports and presentations on project performance, impact, and outcomes based on collected data.
- Coordinate and support field monitoring visits, ensuring data is collected in a timely and consistent manner.
- Maintaining the database and preparing the analytical reports.
- Developing a streamlined data entry process for optimal accuracy and accessibility.
- Monitored and evaluated overall progress on the achievement of project-based results.
- Developing the M&E tools in English and translating it to local languages
- Preparing the field reports in local languages and translating it into English
- Documenting the field monitoring via pictures and GPS coordinates

OTHER FORMATION

ICDL–Ama–e–Shamal | Kabul
– Afghanistan | 2018
English system (Higher)
Ama–e–Shamal | Kabul –
Afghanistan | 2018
English language certificate

AWARD

Jahan University Merit
Certificate

HOBBIES

Cheers, Volunteering and
Community involvement,
sharing with friends, travel.

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2020

Human Resources

- Announcing vacancies and recruitment campaigns on different platforms
- Screening the candidates based on the vacancy requirements and the candidate's merits
- Longlisting the candidates and preparing the list for the next step
- Shortlisting the candidates and arranging the interview
- Attending the job interviews to complete the documentation
- Performing the reference checks of the potential candidates
- Preparing the attendance sheet of the employees
- Preparing the timesheets and payrolls regularly
- Drafting the contracts of employees who get selected through the recruiting process
- Answering phone and email inquiries about vacancy announcements and updating them
- Maintaining the HR and employee files both manually and digitally
- Optimizing the HR database regularly and updating it

Basic Vocational Education and Social Organization (BES.O)

Admin Assistant

2019- 2020

- Managing busy schedules to maximize resources and improve outcomes.
- Oversee day-to-day office operations, ensuring smooth workflow and problem-solving issues that arise.
- Assist in the coordination and execution of BESO events, including meetings, conferences, and team-building activities.
- Managing and distributing information among coworkers.
- Provide administrative support to multiple teams or departments as required
- Registration, venue booking, and procurement of security training supplies.
- Billing and cost recovery for security training programs
- Arranging the DSA and accommodation services for all the training program participants.

Community Livestock and Agriculture Project (CLAP), MAIL

Intern

2018- 2018

- Assist with Human Resources and Administration department, e.g., data entry, project management, social media management.
- Participate in team meetings, brainstorming sessions
- Support in preparing reports, presentations, and documents.
- Collaborate with team members to ensure smooth operation of day-to-day tasks.
- Provide administrative support as needed.

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2017 - 201

Intern

- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.
- Assist with the recruitment process by screening the candidates, performing reference checks, and drafting employment contracts.
- Preparing the payrolls and timesheets

Reference

Mgt-Well Consulting Services

Ulfat Yousufzai

Chief Executive Officer (CEO)

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