

AHMAD MILAD MUHAMMAD

PERSONAL INFORMATION

Nationality : Afghan
DOB : 27-Aug-1990
Place of Birth : Kabul, Afghanistan
Marital status : Married
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Profile:

A service-oriented individual with high regards competency Efficiency and discipline. Making skills under time and Pressure restrains. Excellent commends in written and spoken in English, Urdu and excellent working knowledge of native languages Pashto and Dari. Conducting guests dealing in a friendly counties and Expedition manner. Ability to communicate effectively with overseas dealers, Management and colleagues.

Career Experience:

Organization: Mgtwell TPM Counsalting Services

Position: Data Management Officer
Term: 01/ January /2023 until Present
Place: Kart e 3, Kabul,Afghanistan

Data Management Officer responsibilities:

- Led the collection, cleaning, and integration of data from diverse sources, including relational databases, APIs, third-party services, and Kobo Toolbox, to manage and analyze survey data for M&E purposes.
- Designed and managed digital surveys using Kobo Toolbox, streamlining the data collection process and ensuring real-time, high-quality data from field locations for effective monitoring.
- Prepare accurate qualitative and quantitative reports on time.
- Cross check the baseline data and ensure their accuracy eligibility.
- Prepare the project photos for projects reports.
- Facilitate exchange of information among provincial offices, projects and department
- Coordinate exchange of experiences/lessons learned among field staff.
- Ensure establishing database to track progress indicators.
- Ensure that the data management service provide accurate and quality information for monitoring activities.
- Performing Skip-logic, Koborization, Data cleaning, Data analysis,Visualization and finding the Frequency.

Organization: Mgtwell TPM Counsalting Services

Position: Regional Coordinator

Term: 01/ January /2022 until 30th/December/2022

Place: Kart e 3, Kabul,Afghanistan

Regional Coordinator responsibilities:

- Attend relevant coordination meetings and report on main topics discussed, key findings, decision taken or any other significant matters to the FAO in Kabul in a timely.
- Ensure that recruitment in field level is done according to rule and procedure of MGTWELL.
- Prepares own work plan and ensures that all staff at regional/field offices have proper plans and adhere to them throughout implementation.
- Monitor and authorize relevant staff attendance and leave.
- Coordinate and liase with relevant UN partner organization like FAO and its projects such As RIMA and DIEM.
- Ensure adequate support and monitoring of all UN funded projects in the different provinces covered by the regional office.
- The regional coordinator will inform directly the respective CO project coordinators any critical project issue or bottleneck in a timely manner.
- Prepare and submit the regional office monthly report as per agreed standard format.
- Had strong coordination with the field enumerators and solve their problems on spot

Organization: Kopcke Global Trading Company

Term: 15/July/2016 until 15/July/2017

Position: Warehouse Officer

Place: Kabul Afghanistan

Warehouse Officer responsibilities:

- Receiving commodities, coordinate with the Warehouse Manager and ensure the necessary arrangements.
- Ensure that the workers maintain discipline to avoid crowd/rush that may lead to disruption.
- Maintain Tally/Tracking Sheets against each of the container/wagon off-loaded. Upon completion of off-loading,
- Prepare daily reports of inventories and submit them to the Warehouse manager.
- Receive the items from local and international suppliers and verify them with the invoice, delivery challan / packing list
- Prepare the item expiry and dead stock reports and share with warehouse manager.
- Store the materials in appropriate places and labeling of shelves for easy identification.
- Post in the QB (QuickBooks) the inventory transactions daily, ensuring accuracy (QuickBooks) the PO (purchase orders) for all applicable purchases.
- Routinely perform suppliers and inventory reconciliations to ensure inventories (products) positions (balances) matches with
- Ensure all warehouse operations comply with relevant quality standards and regulations.

- Ensure all procurement activities comply with organization policies, regulations, and ethical standards.
- Follow under directions of the line manager and collaboration with finance the compliance requirements related to procurement.
- Maintain accurate records of all procurement activities, including purchase orders, contracts, and supplier evaluations and Post in the QB
- Dispatch, Delivery and Logistics co-ordination with drivers. Factory and customers.

Organization: Rahman Medical Institute

Term: 20/November/2011 until 30/December/2013

Position: Receptionist

Place: Phase 5, Hayatabad, Peshawar Pakistan

Receptionist responsibilities:

- Scheduling appointments for patient, maintaining records and accounts of patient, assisting patient in filling medical forms and Processing different payments for patients.
- Answering multi-line phone and transferring calls to direct and department and Answer all phone calls professionally and courteously.
- Ensuring maintenance of the reception area, Complete accurate documentation of patient visits, utilize our laboratory software to register patients for invoicing, maintain confidentiality of all doctor, staff, and patient information.
- Identify patients and register their administrative details, create and update files for patients according to protocols, and ensure maintaining and filing system in good condition

EDUCATION QUALIFICATION:

MBA (Public Administration)

Master of Business Administration (PA) 2019
(Gandhara University Town Peshawar Pakistan)

BBA (HONS) HRM)

Bachelor of Business Administration 3.00GPA 2012-2015
(Gandhara University Town Peshawar Pakistan)

FSC Higher Secondary Education 63.31- 2009

(Khurasan High School Hayatabad Peshawar Pakistan)

HRM

Diploma in Human Resource Management 2009-2010
(Lemaar Degree collage Peshawar Pakistan)

TECHNICAL QUALIFICATION:

Computer Hardware

(Creative Computer Institute 2008)

Ms Office 2003

(Professional Skill Development Institute 2007)

COMPUTRIZED ACCOUNTING:

Peach tree accounting

Quick book accounting

(Epistemic Degree Collage Peshawar Pakistan 2014)

ONLINE SHORT COUSES:

. Certificate in MEAL Essential

. Monitoring and Evaluation Practices

(Disasterready.org)

PROFESSIONAL TRAININGS:

. Monitoring and Evaluation and learning (for NGO/CSOs Capicity Support Project)

. Gender Mainstreaming and Inclusive (for NGO/CSOs Capicity Support Project)

September /10/2023

SKILLS:

- Expert to analyze and interpret all kinds of data.
- Able to conduct assessments and surveys;
- Able to work properly with Ms. Office packages and internet tools
- Able to generate graphs, charts, and tables for producing research leaflets
- Ability to work in a diverse team of national and international staff
- Decisions making skills.

REFERENCE:

Will be provided on demand