Curriculum Vitea

Personal Statement:

I am developing and managing monitoring, evaluation, accountability, and learning systems to track project performance. I am ensuring accurate data collection, timely analysis, and clear reporting to support decision making, learning, and accountability within MGT WELL.

Abdullah Zakhil

Afghan ID Card No	1401-1101-60110
Gender	Male
Marital Status	Single
Nationality	Afghan
Contact No	+93 76 747 4023
Email	abdullahzakhil1996@gmail.com
Current/Permanent Address	House No. 38, Street NO.8th A, 11th Block,12th District, Ahmad Shah Baba Mina, Kabul, Afghanistan

ACADEMIC QUALIFICATION:

CERTIFICATE	UNIVERSITY & INSTITUTE	SESSION
Bachelor of Political Science	Mustaqbal University Kabul	Current

WORK EXPERIENCE:

Monitoring & Evaluation Officer **MGT WELL Consulting Services Kabul** December 2022 **to** Now	**Job Description**
	• Developing and implementing a comprehensive monitoring framework for programs/projects. Design and monitor data collection systems, ensuring that data is accurate, reliable, and timely. • Coordinating with data collection team and analysis activities for ongoing and completed projects. Assist in designing tools for data gathering, surveys, and assessments. • Conducting regular field visits to ensure that project activities are being implemented as planned. • Developing and implementing evaluation frameworks to assess the effectiveness, efficiency, and sustainability of projects/programs. • Carrying out periodic project evaluations (e.g., mid-term, final evaluations) and produce evaluation reports. Collaborating with stakeholders to assess project outcomes and impact. • Ensuring evaluation findings are used for learning, decision-making, and program improvement. Maintain a centralized database of M&E data and ensure that it is regularly updated and accurate. • Preparing and submitting M&E reports to internal and external stakeholders, including donors and senior management. • Analyzing data and prepare progress reports to inform decision-making and strategic planning. • Supporting in developing dashboards and visualizations to make data more accessible for stakeholders. Providing training and technical assistance to enumerators on M&E systems, Kobo, tools, and data collection methods. • Ensuring that project enumerators are familiar with M&E protocols and contribute to data collection efforts. • Promoting a culture of learning and improvement through the use of M&E data. Collaborating with project teams, partners, and other stakeholders to ensure M&E activities align with project goals. • Providing M&E support and guidance to external partners or implementing teams. Ensure that M&E activities comply with policies, donor requirements, and industry standards.

Languages:

Language	Speaking	Writing	Reading	Listening
English	Good	Good	Good	Good
Dari	Intermediate	Intermediate	Intermediate	Intermediate
Pashto	Native	Native	Native	Native
Urdu	Fluent	Fluent	Fluent	Fluent

Personal Attributes - Monitoring and Evaluation Skills
• Strong analytical and data management skills. • Excellent written and verbal communication skills. • Attention to detail and ability to work independently. • Knowledge of research methods and evaluation techniques. • Strong organizational and time management skills. • Ability to work under pressure and meet deadlines. • A team player who can also work independently. • Critical thinking and problem-solving skills.