

**Name:** Imran Nazar  
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**Date of Birth:** 06-Aug-1992  
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## **Educational Background:**

-2020: Stomatology/DMD, Afghan Swiss Medical University, Kabul, Afghanistan  
-2015: Certificate in Information Technology (CIT) Jahan University, Kabul, Afghanistan  
June 2009: **12 Grade Graduate (General Studies)** Isteqlal High School, kowita - Pakistan.

## **Training Received:**

16/02/2022-16/02/2022: Prevention of Fraud, Corruption Training, Tariq Arif Ltd Main Office- Kabul, AFG  
12/12/2021-14/12/2021: Report Writing Training Workshop– Tariq Arif Ltd Main Office- Kabul, Afghanistan

## **Work Experience:**

**From 23/5/2023 – current date: Working as MA(Management accompaniment) officer with MgtWell consulting services, Kabul, Afghanistan**

## **Duties & Responsibilities:**

Data analysis:

- Regularly communicate data packs containing information about the performance of Service Providers to SP NGOs.
- Undertake regular review of data packs generated from the monitoring data of different sources including TPM, HMIS and other sources together with SPs at the provincial level to identify gaps in service delivery (both in terms of service delivery volume targets and service quality).
- Strategy:
- Support the MA technical team to develop strategies on how to improve service delivery by SPs based on the findings of the performance review process.
- Work together with SPs at the provincial level to implement the developed strategies on how to improve service delivery through hands-on technical support and mentorship.
- Work with SPs to develop innovate approaches for improving health service delivery.
- Process Improvement:
- Orient SPs in understanding the concept and process of financial incentives through the HER project for improving service volume and service quality, and helping SPs link those incentives to action.
- Support to SPs to help them build their capacities in proper collection and maintaining of medical records at HF's level.
- Facilitate regular quarterly performance/quality of care reviews together with SPs and other key stakeholders at the provincial level in support of the national-level performance reviews conducted by UNICEF.
- Collect lessons learned, innovations and localized approaches deployed by the relevant SP in order to facilitate sharing of best practices that can be scaled up or replicated by other SPs.

- Participate regular weekly meetings with the MA's technical team to share progress and challenges and discuss solutions.
- Provide regular monthly reports of progress, challenges, recommendations and plan for the coming month with the relevant line supervisor.
- Any other task assigned by his/her supervisor.

From 01/12/2021 – 28/02/2023: Worked as Senior Admin & Finance Associate with **Tariq Arif Business Company (LTD), Kabul, Afghanistan**

### **Duties & Responsibilities:**

- Prepared all relevant documents upon each custom clearness process for company supplied materials,
- Maintained proper warehousing system, and daily tracking system.
- Prepared all weekly and monthly expenditure reports and processed the all-financial documents.
- Performed all account affairs (Preparing Cash Vouchers, Quotations, Comparative Forms, Total Forms observing their code of expenses
- Assisted and updated inventory records of office equipment.
- Updated the amount of expenses code wise in Ledger Book for all payable vouchers.
- Daily recording of food & Non-food expenses in Cash Book Debiting it from the advance credited
- Administratively receiving and dispatching letters & keeping well records of them within the proper filing system.
- Developed a database and compiled all the data related to correspondence into it and submitting reports to head of company.
- Responsible for the weekly staff meetings (arrangements, refreshments, stationaries, and compilation of meeting minutes).
- Responsible for paper supply (printers, copy and fax machines). Daily checked with all units for administrative support and need, and later followed up with Logistic and Procurement for purchases purposes.
- Assisted management in administrative and organizational works.
- Organized regular and ad-hoc meetings, prepared minutes, and summarized actions for further follow-ups.
- Regularly updated the progress-tracking sheet (plan, Actual, & findings) and followed-up with the respective unit focal points.
- Established/maintained a logical filing system updated projects files and secured confidential materials.
- Draft routine correspondence, interoffice circulars, general briefing notes, documents, and reports, and kept record of all the documents accordingly.
- Assisted and updated inventory records of office equipment.
- Assisted and conducted (Training Needs Assessments) for admin staff, And prepared proper required training list and shared with HR.
- Performing other tasks delegated by head of company,.

From 01/09/2018 – 31/08/2021: Worked as Researcher with **Youth's Mirror Social Association (YMSA), Kabul, Afghanistan**

### **Skills:**

- Able to function in a team structure (Share Ideas within teamwork)

- Willing to input and listen to team interest
- Able to effectively communicate with person, and multiple departments inside and outside the organization
- Able to make decisions and solve problems
- Able to obtain and process the information, and analyze the quantitative data
- Able to plan, organize and achieve as per organization guideline
- Computer Programmes Ms. Office 2007 and etc

**Languages:**

	READ		WRITE		SPEAK		UNDERSTAND	
OTHER LANGUAGES	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily
Pashtu	Yes		Yes		Yes		Yes	
Dari	Yes		Yes		Yes		Yes	
English	Yes		Yes		Yes		Yes	
Urdu	Yes		Yes		Yes		Yes	

**References:**

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More number of references could be also provided, in case, if its needed