AHMAD YAR

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House Address: Kabul, Fourth Macroyan

Career Objective:

- To apply professional and academic knowledge for the growth and development of the organization and meet any challenges in the way as well as for the career advancement.
- To serve for my own war ravage country and my own eligible people who are living in the bad condition of their live such as poverty, bad security, immunity and ethnicity war. And
- To become a member of a well-disciplined, dynamic and competent group, where I could prove myself as an enthusiastic, creative, career oriented, energetic, and self-motivated person. And
- To attain a challenging position where I can learn more, increase my experience, help my country and contribute to the income of my family.

PERSONAL INFORMATIONS:

- Full Name: DADKHUDA AHMAD YAR
- Date of birth: Aug 4th, 1989
- Place of birth: Kabul province
- Gender: Male
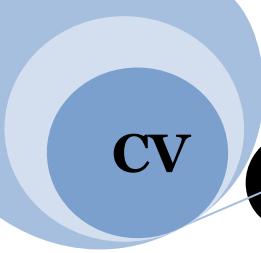- Nationality: Afghan

Qualification Background:

♠ MA English	♠ Professional Instructor (PI)	♠ Professional in hardware
♠ BIT	♠ MS Access project base	♠ MS Office Specialist
♠ DIPLOMA In M&E	♠ IT certified	♠ SQL and Oracle Developer
♠ MCSE	♠ Database developer	♠ 12 Grade Certificate
♠ DBA	♠ English and IT lecturer	♠ RDBMS Developer
		♠ Quick Book and Peach tree accounting software Trainer

Summary of Professional Experience:

I consider myself to be flexible and adoptive of various environments. I have a versatile experience, working in different organization, projects and locations throughout Afghanistan and out of the country Pakistan. I have sufficient experience in working with the NGOs in projects. I consider myself to be a good team member and have faith in teamwork.
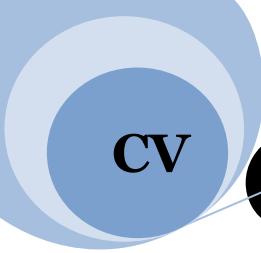
Professional Experience:

Post Title:	**Senior M&E & Officer**
Organization:	**iMMAP/USAID**
Duration:	**April – 2022 – Present**
Duty Station:	**Kabul**

Responsibilities and achievements:

- *Participate actively in M&E activities for the project implementation, M&E visits and reporting as per project work scope.*
- *Participate in developing M&E plan and indicator tracking tools in line with the project's thematic standards and practices.*
- *Work with the field project team to ensure that project/program indicators are tracked through regular field visits.*
- *Conduct direct/physical monitoring of the field and have regular contact with beneficiaries and follow up of the project activities in the field.*
- *Follow up of given feedback to field staff and make sure that the project staff has made changes accordingly or not.*
- *Support project in developing sound data collection tools including baseline surveys and assessments that can provide accurate and timely information on project indicators and other information needs.*
- *Prepare vignette and outcome harvesting reports to generate project achievements and present it to donor accordingly.*
- *Assist with the collection of quantitative and qualitative data through household, classrooms and community level surveys and data assessments to measure project achievements.*
- *Support project team members in capturing and documenting best practices and success stories for learning, reference and dissemination.*
- *Initiate data analysis and action planning meetings with project teams to review data and overall project performance.*
- *Maintain a project data tracker to record project activities sessions and beneficiaries data.*
- *Ensure accurate and timely collection of project data from the field.*
- *Review field staff reports to ensure that data provided is reliable and accurate and that target indicators are met and explanation provided where indicators are not met.*
- *Any other duties as assigned by the line manager.*

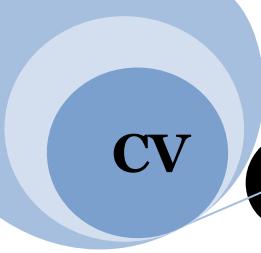**Post Title:**　　　　**Senior M&E Database Specialist**
Organization:　　　**CHECCHI Kabul**
Duration:　　　　　 **July – 2021 – April-2022**
Duty Station:　　　 **Shash Darak**

Responsibilities and achievements:

- Develop a simplified participant and activities database from previous two years of compiled data.

- Develop customized reporting tools for this new database. Maintain familiarity with installed software standards and procedures and evaluate other tools to determine the appropriate fit into database development Assist in development or refinement of data collection or reporting protocols with other ADALAT program staff, grantee organizations, or partners.

- Coordinate and manage database activities to support application development projects. Provide functional and technical support to ensure performance, operation and stability of database systems.

- Manage data exporting and importing across database systems. Maintain this new database by continually adding new participant and activities data on a monthly basis for the duration of the life of the project Create and manage database reports, visualizations, and dashboards.

- Serve as an in-house technical resource related to the database and participate regularly in team coordination meetings.

- Support M&E unit to produce accurate participants/activity data from the database on a regular basis.

- Provide technical guidance to other staff.

- Ensure database optimization, database integrity (relational integrity), and integrity of the transaction profile.

- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.

Professional Experience:

Post Title: Senior M&E Database Officer
Organization: DAI/SHAHAR
Duration: Aug– 2018 – Mar-2021
Duty Station: Shash Darak Kabul

Responsibilities and achievements:

- Work closely with the M&E team and remain responsible for the overall database management and reporting.
- Maintain and bring required changes to SHAHAR online M&E database and ensure appropriate and regular back-up of information.
- Modify the database according to requests and perform tests; Develop and test a backup and recovery strategy backing up the database regularly and recovering them in case of failures.
- Research and suggest new database products services and protocols.
- Ensure all database systems meet the program and performance requirements.
- Design queries to retrieve required data from M&E database.
- Cross checking data and proofing accuracy.
- Diagnose and resolve database access and performance issues.
- Assist in data entry into Afghan Info website.
- Assist in providing guidance to M&E staff in the use and maintenance of SHAHAR database systems and M&E principles.
- Assist the M&E Manager in the preparation and delivering of reports as requested by USAID and senior management.
- Assist the M&E Manager in the preparation and presentation of reports on the progress and impact of program activities.
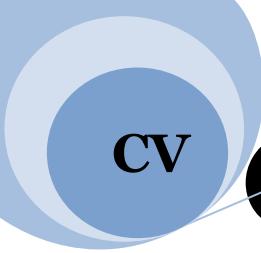- Travel to regional offices as necessary;

Post Title: Database Officer
Organization   ACTED
Duration: Dec 27 2017 – Aug 23 2018
Duty Station: Kabul

Responsibilities and achievements:

- Develop data collection tools
- Afghan Info data handling and checkup for accuracy
- Train enumerators on the use of data collection methods, tools and process.
- Follow up on data technical issues pertaining to data collection in Afghanistan
- Provide timely and accurate updates to the REACH country focal point
- Review and process filled questionnaires
- Manage data cleaning and maintenance of database
- Provide support to other Reach Team members as required in data aspects
- Develop training materials on data collection techniques data safety and security
- Closely work with partners about different data issues /raw data analysis of data
- In coordination with REACH country Focal point under the direct supervision of REACH DB/GIS officer participate in coordination platforms based in Kabul need
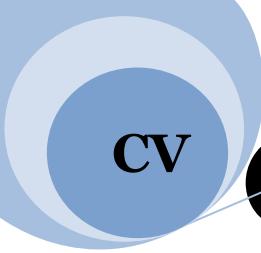
Post Title: **Database Officer & Instructor**
Organization: **DAI/ALBA**
Duration: **Jan 2015– Jan 2017**
Duty Station: **Afghanistan Parliament/API Kabul**

Responsibilities and achievements:

- Keep and maintain the API database up to date
- Write , develop or modify system/ database ensuring data queries and reports
- Design the database considering both back and front end org data
- Training of MPs group wise Databases.
- Develop databases for ALBA various departments while needed
- Make sure database info is consistent across the database and back up regularly
- Assist with database manager in designing database ERD
- Provide technical database support to API departments
- Assist in development of better data management and data entry process

Post Title:	**Data Entry & Training Specialist**
Organization:	**ITAlrounders Company**
Duration:	**1/2/2010 – 6/18/2010**
Duty Station:	**Peshawar city Pakistan**

Responsibilities and achievements:

- Attend ITAL Training at central offices.
- Conduct ITAL Training for provinces, universities employees , universities data gathering which include HR, Students Affairs, curriculum, organizational chart info
- Uploading the gathered data into ITAL system.
- Ensure data quality and verification of data which entered in system.
- Providing final and progress report to ALBA IT Department

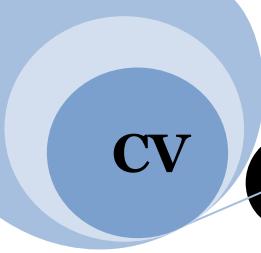|	
Post Title:	**DIT Lecturer**
Organization:	**Kardan University**
Duration:	**Oct 2013 – June 2015**
Duty Station:	**Kabul**

Responsibilities and achievements:

- Lecture in first semester basic database
- Lecture in second semester designing programs
- Lecture in third semester crystal report 8.5
- Lecture in fourth semester VB and SQL server.

Post Title:	**IT Instructor**
Organization:	**FVO (Future Vision Organization**
Duration:	**Nov 2008 – Aug 2009**
Duty Station:	**Peshawar city Pakistan Haji camp**

Responsibilities and achievements:

- Teaching IT classes.
- Showing various techniques in software.
- Preparing Network section.
- Taking exam from all classes once in a month.

EDUCATION

◍ **International Islamic University (IIU)**   2012
Master in English (**MA**)

◍ **Capital University Of IT And Management Sciences (CUIT)**   2009
Bachelor of information technology (**BIT**)

◍ **SMART International Consultancy**   2017
Diploma In M&E

◍ **Maddrasai Tabligul Quran**   2004
Duraitafsir and tarjummahquran

◍ **BI BI Zianab High School**   1996-2007
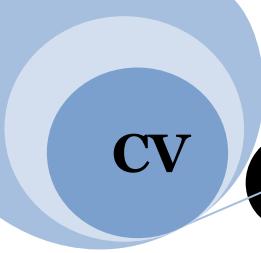Twelfth grade certificate in higher degree position

OTHER SKILLS

♠ M&E(MEL,PMEL,MEAL,PMER,MERLA,PME,PMEL,CLA,LFA,OVI,SDGS,TOC,PRA,DM&E Plan)
♠ Microsoft Operating System: all version. Microsoft Office: Word, Excel, PowerPoint
♠ Programming: C, C++, C#.NET, VB.NET, ASP.NET, HTML, CSS, JavaScript, Ajax jQuery using
♠ MVC, PHP, DHTML, and Java programming
♠ Database: SQL Server, MYSQL, Ms Access 2003-2021
♠ Networking: MCSE, Network security, Advance Wireless network
♠ Statistical software: SPSS,Tableu,BI,MAXQDA
♠ Mobile data collection applications: ODK, Kobo,Notion
♠ Exercise , Hearing Quran , Writing , Research
♠ Data Handling and entry in Afghan Info

OWN THE ABILITY OF SPEAKING, WRITING AND READING

♠ English
♠ Dari
♠ Pashto
♠ Urdu
♠ Arabic
♠ French

EMPLOYMENT HISTORY

- **AWRC**   Apr-2022 – Present
- Senior M&E Database Officer
- **CHECHI**   July-2021 – Apr-2022
- Senior M&E Database Specialist
- **DAI/SHAHAR**
- Senior M&E Database Officer   Aug-2018-Feb-2021
- **ACTED**
- M&E Database Officer   Dec-2017 – Aug-2018
- **DAI/ALBA**
- Database Officer & Instructor   Jan -2015 – Jan-2017
- **ITAllrounder Company**
- Data Entry & Training Specialist   Feb-2010 – June-2010
- **Kardan University**
- IT lecturer part time   Oct-2013-Jan 2015
- **FVO (Future Vision Organization)**   Mar-2009-Dec-2009
  Computer instructor and examination controller

REFERENCES

David Seider
M&E Manager at CHECHI. ADALAT, Kabul
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David Email: dseider36@gmail.com

Najib Helal
Project Manager at Afghanistan Parliament API
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Najib Email: Najibhelal@gmail.com

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M&E Manager DAI, SHAHAR, Kabul
Sahar: E-Mail:saharnoor423@gmail.com