

# MOHAMMAD IQBAL Noori



☎ (93) 711-051-061

✉ [eqbalnori9@gmail.com](mailto:eqbalnori9@gmail.com)

📍 Aino Mena, Kandahar, AFG

## OBJECTIVES:

To secure a challenging role as an IT Operations Assistant (SCOPE), where I can utilize my attention to detail and organizational skills to support and maintain efficient IT operations. I am seeking a position that allows me to contribute to the success of the organization by ensuring the integrity, availability, and security of IT systems and data. With a proven ability to work meticulously and meet tight deadlines, I am confident that I can make a positive impact on the organization's IT department.

## Education

Sep 2018 -  
Dec 2022

**Bachelor's degree**  
**Kandahar University of higher Education**  
BBA: Bachelor of Business Administration

JUL 2006 -  
JUN 2018

**High School Diploma**  
**Shahed Abdul Latif High School**

Jan 2016 -  
Feb 2017

**Lemar English Centre**  
Graduated from advance English language and MS. Office course.

## Working Experience

Apr 2019-  
Present (5  
Years)

**SCOPE/IT Manager**  
**KRO: Kandahar Refugee Organization, Kandahar**  
As IT Manager my Responsibilities was:

- Gave IT support to staff and assisted them in any technical issues.
- Manage all types of Information Technology issues.
- Analysing network vulnerabilities.
- Daily update of all security systems such as IDS system (Intrusion detection system) and Antiviruses.
- Managing Active Directory in the local network.
- Conducting weekly IT essential training for office staff.
- Review and reconcile all user accounts.
- Providing daily and monthly reports to the line manager.
- Perform troubleshooting of LAN and WAN equipment.
- Upgrading KRO (<https://kro-af.org>) website.
- Controlling internet user's quotas and bandwidth.
- Tracking internet traffics.
- Configuration of security firewalls.
- Fixing technical issues of broadcast equipment.

- Solving hardware issues of computers, printers, and scanners.
- Configuration of CCTV cameras.
- Development and adding new features to KRO's website(<https://kro-af.org>).
- Installing and updating Biometric Attendance.
- Other duties as directed by the line manager.
- monitor and maintain computer systems and networks.
- talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues.
- troubleshoot system and network problems, diagnosing and solving hardware or software faults.

**KRO: Kandahar Refugee Organization, Kandahar**

As SCOPE Manager my Responsibilities was:

- Overall tracking and monitoring SCOPE registration activities of projects (AC, CBT, USSP, Drought Response, SO3-School Feeding, SO4-Wheat Value Chain)
- Supervising and supporting SCOPE team.
- Train SCOPE Team whenever an update come from WFP
- Checking data transparency and efficiency.
- Clearing data errors and uploading.
- Providing technical support to SCOPE registration team.
- Implementing Cash and Food distributions of all SO's via MPoS and WFP SCOPE cards and manual.
- Providing trainings and workshop for SCOPE Team at the beginning of each project
- Solving technical issues of HHs while SCOPE registration and distribution.
- Providing technical trainings to assessment teams
- Reporting SCOPE Data to WFP SCOPE focal point
- Conducting SCOPE related meeting at WFP Kandahar Area Office

## Trainings & Certifications

### Trainings

Title: IT Training Workshop (one month)

Date: 2018 - June

Place: Kandahar University - IT Management Department

Title: Microsoft Azure Active Directory

Date: 2023

Place: Online

Title: Training for the Data Quality, SCOPE, and IT SCOPE devices connectivity

Date: 2023

Place: WFP - World Food Program

Title: Training for the Data Quality, SCOPE, and IT SCOPE devices connectivity

Date: 2022

Place: WFP - World Food Program

Title: CCTV - (DVR & NVR)

Date: 2022

Place: KRO- Kandahar Refugee Organization

Title: Digital Attendance

Date: 2022

Place: KRO- Kandahar Refugee Organization

Title: Full stack Web Development (Programming & Database)

Date: 2020

Place: YouTube - the net ninja – Online

Title: Adobe Xd (for web designing)

Date: 2021

Place: YouTube – Online

Title: Risk Management

Date: 2023

Place: KRO- Kandahar Refugee Organization

Title: PSEA - Protection from sexual exploitation and abuse

Date: 2023

Place: UNICEF online portal

Title: Anti-Corruption

Date: 2023

Place: KRO- Kandahar Refugee Organization

Title: Code of Conduct

Date: 2022

Place: KRO- Kandahar Refugee Organization

## Personal & Computer Skills

- ✓ Database Systems (MS SQL Server, MySQL, Maria DB, Mongo DB).
- ✓ Good knowledge of LAN/WAN networks, TCP/IP protocols and network technologies.
- ✓ Practical Networking (cisco switching, Routing, Error debugging and network maintenance).
- ✓ Experience with databases, networks (LAN, WAN) and patch management.
- ✓ MS Azure Active Directory.
- ✓ Communication (VoIP, PABX, HF-VHF and Satellite Phones).
- ✓ Google Suite.
- ✓ MS SharePoint & MS Team.
- ✓ Web Pure Front-End Technologies (HTML, CSS, JavaScript).
- ✓ Web Front End Frameworks and Libraries (Bootstrap, jQuery, React Js).
- ✓ Web pure Back End Technologies (PHP, Node Js).
- ✓ Web Back End Frame Works (Laravel, Express Js).
- ✓ Microsoft office package (word, excel, PowerPoint, outlook) & MS Office 365.
- ✓ Project Management, Development and Working Group Synchronization.
- ✓ Academic Research, Data collection and Report.
- ✓ Ability of analytical thinking and problem solving and a good team player.
- ✓ Empathy with learning members and Superior Communication.
- ✓ Teamwork & Conflict Resolution.
- ✓ Modern Adult Learning Technologies and Willing to Learn new methodologies.
- ✓ Excellent command of English, Dari, Pashto.
- ✓ Willing of researching and self-improvement.
- ✓ Good typing.
- ✓ Adobe XD (for software design).
- ✓ Public and Social Speaker.

- ✓ Ability of working with Git & Version Management System (GitHub).
- ✓ Programming Language (C, C++, Java).

## **PABX Intercom Telephone server Activation and Configuration:**

Private Automatic Branch Exchange (PABX) is synonymous with modern-day business telephone systems. It connects external and internal callers to an internal network via a switchboard – without the need for manual operation in the middle, unlike its ancestor PMBX.

### **Used Technologies:**

- \* HTML 5
- \* CSS 3
- \* Bootstrap 4
- \* jQuery
- \* Ajax Api
- \* JavaScript
- \* PHP
- \* Laravel 8
- \* MySQL
- \* Git (GitHub)
- \* Design (Adobe XD)

## **Languages**

- ✓ **Pashto** – Native
- ✓ **Dari**- Excellent
- ✓ **English**- Excellent
- ✓

### **References:**

**Bashir Ahmad Khalid- Regional Director (KRO)**

Email Add#: y.noori@kro-af.org

Ph# +93 700319590

**Ahmad Mohammadi- Operations Manager (KRO)**

Email Add#: operations@kro-af.org

Ph# +93 711920761

**Muhibullah Barak- HR And Admin (KRO)**

Email Add#: [m.barak@kro-af.org](mailto:m.barak@kro-af.org)

Ph# +93 700342798

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