

# CV

## Personal Information

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**Esmatullah Akbari**

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## Education

- Master of Arts, English Language Teaching – Persian Gulf University (2025 – current student)
- Bachelor of Arts, English Language & Literature - Herat University (2019-2023)
- High School Graduated - Sultan Ghiasuddin Ghorri High School (2007-2018)

## Work Experiences

- **Head of the English Department & Lecturer** – Woman Online University (WOU)

*June 2024 – Aug 2025*

- Led departmental strategy, planning, and operations.
- Oversaw academic programs and ensured quality delivery.
- Managed faculty recruitment, development, and performance.
- Addressed student needs and promoted academic support.
- Ensured compliance with standards, Woman Empowerment, and reporting.

- **Field Monitor** – IWA-USAID

*Aug 2024 - Feb 2025*

- Coordinated with authorities and partners for site access and approvals.
- Conducted field visits to project sites for monitoring and data collection.
- Used digital tools to collect, translate, and enter qualitative and quantitative data.
- Ensured data accuracy, completeness, and confidentiality following protocols.
- Reported issues and followed guidance from project and data quality leads.

- **EFL Teacher** – Herat University

*Jan 2024 - Jul 2024*

- Planned and delivered engaging English language lessons to undergraduate students.

- Developed course materials and assessments aligned with curriculum goals.
- Supported students' language development through feedback and academic guidance.
- Collaborated with faculty on curriculum design and departmental activities.
- Assessed student progress and maintained accurate academic records.

- **English & Psychology Trainer** - DSON

*Jan 2023 - Dec 2023*

- Designed and delivered English language training programs focusing on grammar, vocabulary, communication, and academic writing for learners of different levels.
- Facilitated psychology training sessions covering fundamental concepts such as learning theories, motivation, personality development, and mental health awareness.
- Developed training materials, lesson plans, and interactive activities to enhance learner engagement and comprehension.
- Assessed and evaluated learners' progress through quizzes, assignments, and feedback sessions, providing guidance for improvement.
- Provided academic and personal mentoring to students, promoting confidence, critical thinking, and effective learning strategies.

- **Community Mobilizer** - ASEWO

*Jan 2022 - Dec 2022*

- Mobilized communities to raise awareness and encourage participation in project activities.
- Supervised Community Facilitators to ensure effective implementation at the village level.
- Collected and reported data using digital tools like ODK/KOBO for informed decision-making.
- Supported formation of community structures, with a focus on women's participation and leadership.
- Coordinated with local stakeholders and ensured compliance with village-level governance structures.

- **Research Officer** - ASLO

*June 2021 - Dec 2021*

- Participated in training to understand project objectives and data collection tools.
- Coordinated with local authorities and communities for conducting FGDs in Salma Dam area.
- Collected qualitative data through FGDs, including photos, audio, and video documentation.
- Transcribed and translated FGD data into English and prepared participant documentation.
- Completed and submitted reports and forms in line with ASLO project requirements.

## Skills

- **Language Skills**

- English
- Persian (Farsi)
- Pashto

- **Web Development**

- HTML
- CSS
- JavaScript

- **Computer Skills**

- Microsoft Office & Outlook
- SPSS
- KOBO & ODK
- ArcGIS

- **Organizational Skills**
  - Leadership and change management
  - Communication and M&E
  - Reporting
  - Team working and motivating
  - Quick learning and Initiating
  - Problem solving and coordination
  - Flexibility
  - Child protection
  - Facilitation
  - Data Collection, Data analyzing & Data Cleaning
- **Researching**
- **Academic & Teaching Skills**
  - Curriculum development
  - Lesson planning and delivery for multiple age groups
  - Designing interactive and engaging learning activities
  - Classroom management using non-physical discipline methods
- Familiarity with bilingual education strategies
- Adjusting teaching styles based on student age and learning level
- **Online Platforms Skills**
  - Educational Platforms
  - Online Teaching & Presentation
  - Professional & Job-Related Platforms

## Certificates & Trainings

- Project Team Management & Communication Training at ASEWO-Herat
- Empowering Youth Leaders (ECOSOC) at UN Women-United Nations Office
- Advanced Network Security at AWDP-Herat
- English for Communication Skills at World English Institute-USA
- Human Rights Monitoring at USIP-Herat
- WASH Training (WSP) at DACAAR-Herat
- ICT Training (Ms. PWE) at USAID-AWDP
- Research Methodology Training at IWA-Herat
- English Language Skills at SDROA-USA
- Senior First Grade Talented Students at Herat University
- Computer: ICDL Package at ELCLC Training Center-Herat
- Talented Senior Graduates of Herat University
- Data Collection Methodology at DACAAR-Herat
- Professional Teaching and Training at OSAA-Herat
- Management Skills at Herat University-Herat
- ESSAY Titled: Resilience in Education: Coping Strategies of Afghan Students in Times of Crisis
- Certified Senior EFL Teacher & at WOU
- Certified Technical Secretary at Online Publication Authority-WOU

## References

- Based on the request