

Esmatullah Akbari
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Cover Letter

For bilingual resume, see my portfolio: [Portfolio](#)

Dear Hiring Manager,

I'm Esmatullah Akbari, a multifaceted professional based in Herat, Afghanistan, with expertise in education, administration/supervision, communication, MEAL (Monitoring, Evaluation, Accountability, and Learning), research, data collection and web development. With a strong foundation in English language instruction and academic leadership, I've also contributed to organizational growth through administrative coordination and results-based monitoring systems. My experience in communication and MEAL has helped me ensure transparency, impact assessment, and community engagement in development projects.

Alongside my work in education and humanitarian sectors, I'm passionate about technology. I've developed several websites using HTML, CSS, and JavaScript, and I enjoy using my technical skills to design innovative tools and solutions for educational and community development.

I'm always eager to learn, grow, and contribute to meaningful, multidisciplinary projects that make a difference.

CV

Personal Information

Esmatullah Akbari

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[Portfolio](#)

Herat, Afghanistan

Education

- Bachelor of Arts, English Language & Literature - Herat University (2019-2023)

Grade: 92% (A)

- High School Graduated - Sultan Ghiasuddin Ghorī High School (2007-2018)

Work Experiences

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

June 2024 – June 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, budgets, and reporting.

- **Project 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.

- **Admin Assistant** - DSON

Jan 2024 - Jul 2024

- Oversaw daily office operations, including procurement of supplies and maintenance of office equipment.
- Organized meetings, workshops, and training sessions by managing all logistical arrangements and preparing required documentation.
- Ensured proper filing and archiving of administrative documents in both hard and soft formats.
- Liaised with government agencies and partner organizations on administrative matters.
- Supported the Provincial Manager in implementing organizational policies and procedures.

- **Communication Officer** - DSON

Jan 2023 - Dec 2023

- Developed and executed communication strategies aligned with organizational goals.
- Created and managed content across social media, reports, newsletters, and the website.
- Built media relationships and coordinated press coverage to promote initiatives.
- Engaged stakeholders through effective messaging and event communications.
- Monitored communication performance and ensured consistent branding.

- **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