

Farid Gardoon

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EDUCATION

Linkoping University – Sweden 2021 – 2023
Master of International Migration

Dawat University – Kabul, Afghanistan 2012 – 2015
Bachelor of Law and Diplomatic Sciences

Sayedul Nassery High School – Afghanistan 2011
High School Diploma

Job Readiness Training (JRT) – Sacramento, CA Completed: February 2022

International Rescue Committee's JRT program exposes participants to the tools necessary to navigate early employment through coursework focused on professional development and American working environment and culture.

RELEVANT SKILLS

- **Languages:** Advanced in English, Arabis, Persian, Advanced in Urdu and Pashto
- **Skills:** Statistical Packages and Software Applications for Data Processing, Management
- **Software:** CIT, DIT, Hardware, Microsoft Office, Designing Programs, Cipro, and Photo Shop

WORK EXPERIENCE

US Dept. of State / US Embassy Kabul – Kabul, Afghanistan June 2020 – November 2021

Travel Expeditor

- The following services provided to approximately 1800 to 200 American personnel; Accompanied all Embassy personnel to arrival and departure destination at the Kabul International Airport. Provided special assistance to those in need.
- Escorted departing personnel and assisted in checking them in accordingly, while providing clearing security. As well as escorted arrivals to their assigned vehicles provided by Regional Security Office.
- Closely coordinated arrivals and departures with sponsoring section, GSO Travel, GSO Housing, Human Resources, and other offices. Prepared immigration and customs documents and other documentation as required by the Afghan Immigration and Customs Authorities.
- Arranged for the delivery of luggage for pick up upon departure. Worked closely with the luggage control officers to ensure all passengers bags are accounted for and given to owners in a timely fashion.

Danish Refugee Council (DRC) – Asia

January 2019 – May 2020

Program Officer – Asia Displacement Solutions Platform

- Build civil society's knowledge of and engagement with the Global Compact on Refugees. Identifies and created entry points for civil society to engage with processes taking place in the GCR in Afghanistan, including building links between civil society and government, UN, and INGO stakeholders.
- Supported civil society to identify concrete gaps and shortcoming (in funding, programming, in policy framework) in achieving the GCR objectives.
- Led training activities in Dari and Pashto for national NGOs and government partners. Supported Coordinators and Specialists by facilitating ADSP research and data collection activities, including the procurement process, logistics and the activity implementation.
- Supported the planning, implementation, and analysis of ADSP research and data collection, ensuring accuracy and high-quality products.
- Monitor the publication and dissemination of research relating to solutions for Afghan refugees and ensure that the publication catalogue and website are regularly updated.

**Danish Refugee Council (DRC) & Mixed Migration Centre (MMC) – Asia Regions
Jun 2017 – Dec 2018**

Mixed Migration Officer (Asia Region)

- Researched and investigated protection incidents regarding Afghan & Rohingya migrants within immigration trends. Handled the administrative activities relate to the projects while supporting the project's implementation of in Asian & European regions.
- Facilitate and manage training for 4Mi monitors for capacity building and implemented 4Mi in the Asian region. Managed data collection by maintaining the survey software and survey questions. Also cared for the monitors and conducted risk analysis regarding the location from data collection sites.
- Organized data analysis and interpretation and presented them as infographics, website presentations and text analysis. Presented 4Mi data and outcomes at conferences to share new developments an ongoing debate on migration data.

International Rescue Committee (IRC) – Kabul, Afghanistan

November 2016 – May 2017

Protection Officer

- Led and conducted protection monitoring exercises and provided data from mobile protections desks for analysis. Ensured identifies community centers are functional – with all the resources and staffing required to provide a safe and effective service to community members. Including updating service mapping, establishing referral pathways and case follow-ups.
- Provided case management support for extremely vulnerable individuals (EVIs), ensuring tools provided are used and process and procedures complied with volunteer support.
- Provided weekly reports, data, and work plans covering area of operation in a timely manner for review by Program Manager. Create and sustain a clear system for data collection and storing of data on all activities.

International Organization for Migration (IOM) – Kabul, Afghanistan

June 2015 – Sept 2016

Reintegration Senior Program Assistant

- Act as a focal point and assist the day-to-day implementation of programme and activities. Provide overall support to the provision of reintegration assistance to the returning migrants. Review conditions of the business plans as pertaining to the program and raise any issues.
- Support counselling to the returnees to facilitate smooth socio-economic reintegration. Maintain and update all project records and beneficiaries' files ensuring that information on returnees is codified to ensure the confidentiality of data when needed and including regular update of beneficiaries' information.
- Support data management efforts, record keeping and maintenance of all reintegration efforts, including data entry activities as required by the project in MiMOSA and/or other relevant database.
- Conduct field visits to the beneficiaries' business sites for purpose of assessing reintegration project's viability and monitor developments. Support the preparation of M&E reports, carefully considering disaggregated gender data of the beneficiaries.

Royal Tropical Institute (KIT) – Kabul, Afghanistan

Apr 2013 – May 2015

Program Officer

- Develop work plans and monitor progress and present monthly progress report to program Manager.
- To draft and finalize required KIT monthly, quarterly and project reports and other reports as required from time to time. Ensure that all projects interventions are equipped with M&E systems like quality benchmarks, billboards, posters.
- Ensure that data and information is available for projects at the field as per the M&E plan. Manage and coordinate programmatic meetings including managing logistical contractors. Develop and effectively manage program timelines to ensure timely completion of program deliverables

Johns Hopkins University (JHU) – Kabul, Afghanistan

Apr 2011 – June 2012

Data Entry Officer

- Entry the collected data into Data base (Cspiro Programme). Considering the data entry operators and Final Check and Verification.
- Creating Data base by ODK and Kobatool Box (Mobile Data Collection). And Others regarding my Manager.