

CV

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Date of Birth: 26/12/1988	2nd Street, Hesay-Saywom Khir-Khana,
Gender: Male	15th District, Kabul, Afghanistan

PROFESSIONAL EXPERIENCE (Latest First)

Senior Grievance Handling Officer Citizen's Charter National Priority Program (CCNPP), Ministry of Rural Rehabilitation and Development.

Jan 2021-Current **Job Summary:**
Manage and ensure transparency and accountability affairs of the REACH project implementation in rural communities of Afghanistan during the lifespan of the project through the REACH complain handling grievance mechanism with the cooperation and collaboration of REACH stakeholders.

Main Duties and Responsibilities:

- To increase the capacity of communities during the life of the project through defined facilitators in visible places easily accessible.
- To build trust in communities' mind/heart referring and knocking REACH project implementer's/stakeholder's door wherever they see/feel the project goes to the wrong direction.
- To receive, analyze, categorize, register (form & Database), assign and follow the received grievances with relevant Divisions, PMUs, DMUs, and GRCs in regards to REACH Project and provide feedback to the complainant from the Call center telephone operators based in IDLG on daily basis.
- Daily follow ups with relevant PMUS/DMUs, GRCs and relevant division on the resolution of the assigned grievances in light of Approved GRM manual by World Bank.

Project Supervisor Afghanistan Urban Security and Safety Program (AUSSP), UN-Habitat, Kabul

Sep 2020-Jan 2021 **Job Summary:**
Supervision, coordination and controlling of all park construction project cycle related activities on the site. Also ensure all activates meet the landscape architecture drawings, engineering standards, project policies and requirements.

Main Duties and Responsibilities:

- Coordinate the required activities and site works closely with the project manager and site engineers on the site.
- Supervise the daily construction work of park, breakdowns and activities.
- Ensure construction work are done as per park landscape and construction drawings.
- Quality control of construction materials and activities on the site based on the project requirements.
- Control and monitor the implementation of project according to the standards and specifications.
- Control the daily management of staff and labors on the site.
- Ensure that all project safety measurements are taken by the safety manager/officer.
- Provide progress reports to the UN-Habitat local office and related CDCs.

Coordinator	Change Management Unit Deputy Minister for Programs Office (DMPO), Ministry of Rural Rehabilitation and Development (MRRD), Kabul, Afghanistan.
Jan 2017-Feb 2020	<p>Job Summary: Managing, consultation and coordination technical, architectural and engineering affairs of MRRD's programs in Deputy Minister for Programs Office (DMPO). Following up program's activities and technical related assigned tasks and issues. Also collecting reports and providing technical support to the DMPO.</p> <p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Managing, lead and organizing of technical, architectural and engineering affairs in the Deputy Minister for Programs office. • Coordination and providing technical support to the Deputy Minister for Programs office on program and technical, architectural and engineering affairs. • Facilitate and coordinate technical, architectural and engineering manuals, policies, procedures, processes and documents standardization, unification and quality check of technical, architectural and engineering documents, where required. • Providing comments, consultation and cooperation programs affairs and implementation of projects to the Deputy Minister for Programs office. • Collecting biweekly financial reports and physical monthly progress reports form all MRRD programs. Also Follow up and communicating activates and technical related issues with all programs/directorates or related units • Work closely with working groups and sub-groups to supervise and coordinate tasks. • Support the related programs on implementation of plans and projects
Architect,	Engineering Services Directorate (ESD), Ministry of Rural Rehabilitation and Development (MRRD), Kabul, Afghanistan.
May 2013-Dec 2016	<p>Job Summary: Preforming architectural design, landscape design and drawing of new construction projects, alterations and redevelopments. Also providing technical support, consultation to engineering services directorate (ESD) and MRRD.</p> <p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Analyzing survey data for architectural and landscape planning and design purpose. • Assessment, planning, architectural design and landscape design of projects. • Preparing architectural and landscape designs, drawings and specifications. • Checking and controlling of technical architectural documents (technical specifications, drawings and design) of projects. • Coordination and cooperation with related organizations in architectural affairs and attending sectorial meetings on architectural issues. • Arrangement of technical and professional trainings to support other architects and engineers. • Lead and manage projects from concept, planning and design stages to the implementation stage, when required. • Preparing monthly, annually and technical reports.

Architect,	Arianna Washington Construction Company, Kabul, Afghanistan.
Apr 2012-Mar 2013	<p>Job Summary: Architectural, landscape designs and drawings of projects, also monitoring and controlling of projects.</p> <p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Preparing drawings and specification required for proposals of projects. • Performing architectural and landscape designs. • Preparing bill of quantities. • Sketching and drafting. • Reviewing documents and drawings of project • Monitoring of projects according to the architectural drawings. • Preparing monthly and annually reports.
Architect,	Bic Bud Service International Construction and Engineering Company, Kabul, Afghanistan.
Dec 2010-Mar 2012	<p>Job Summary: Assessment of existing buildings and preparing architectural designs, drawing, drafting and construction documentation in a team of architects and engineers in the restoration and rehabilitation of presidential palace project in Kabul.</p> <p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Measurement, assessment and sketching of existing buildings on site. • Recording act of defects (damages) of the buildings with their material's specifications by taking notes and photos. • Preparing landscape and architectural drawings (plans, elevations, sections and details) and documentation. • Analyzing of the site records. • Preparing bill of quantities. • Documentation, plotting the drawings and assisting the senior architects,
Technical Board Membership	Ministry of Rural Rehabilitation and Development
Mar 2016-Feb 2020	<p>Job Summary: Besides the main duties and responsibilities in MRRD's assigned units, as Senior/Consultant Architect providing technical support and consultation to the technical board of ministry in architecture affairs also check and review of the projects.</p> <p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Reviewing architectural documents (technical specifications, drawings and design) of projects. • Providing technical comments regarding architectural planning and design part of projects to the board. • Consulting other architects on architectural issues of project. • Attending weekly and technical meetings of board. • Preparing monthly, annually and technical reports.

EDUCATION			
2006 - 2010	BSc. Architecture Constructional Faculty, Kabul Polytechnic University, Kabul, Afghanistan		
1995 - 2005	High School Graduation Mohammad Anwar-e-Bismil High School, Kabul, Afghanistan.		
2004 - 2005	Diploma in English Language Azeraksh Computer and English language Academic Centre, Kabul, Afghanistan.		
TRAININGS & COURSES			
May 2015-Jun 2015	Geographical Information System (GIS) Proficiency Course Stability in Key Areas (SIKA)-East Program, USAID, Ministry of Rural Rehabilitation and Development (MRRD), Kabul, Afghanistan.		
Apr 2015-Apr 2015	Afghanistan Building Codes (ABC) Training of Trainers Program (ToT). Afghanistan National Standard Authority (ANSA), Kabul, Afghanistan.		
Nov 2013-Dec 2013	Training Course of Autodesk Revit Architecture Program Darah Afghanistan Association Affiliated to France, Kabul Polytechnic University		
Feb 2011-Apr 2011	Construction Management Training Program Included the following courses (25-30 hours each): <div><div>1.</div><div>Construction Project Management.</div></div> <div><div>2.</div><div>Construction Project Contract Management.</div></div> <div><div>3.</div><div>Construction Project Management Planning and Scheduling.</div></div> <div><div>4.</div><div>Construction Project Cost Management.</div></div> <div><div>5.</div><div>Proposal Writing and Business Communication.</div></div> <div><div>6.</div><div>Construction Safety Management.</div></div> <div><div>7.</div><div>Construction Quality Management.</div></div> USAID, Engineering Faculty, Kabul University, Kabul, Afghanistan.		
May2011-May 2011	Autodesk AutoCAD Training USAID, Engineering Faculty, Kabul University, Kabul, Afghanistan.		
COMPUTER SKILLS			
Architectural, Engineering &General-purpose Programs	<div><div></div><div>GIS (Geographical Information System).</div></div> <div><div></div><div>Autodesk Revit Architecture</div></div> <div><div></div><div>Google Sketch Up</div></div> <div><div></div><div>Autodesk Auto CAD</div></div> <div><div></div><div>Adobe Photoshop</div></div> <div><div></div><div>MS Office (Word/Excel/PowerPoint/Outlook)</div></div>		
LANGUAGE SKILLS			
Dari	Speaking	Reading	Writing
English		Native	
Pashto	Very Good	Very Good	Very Good
	Fluently	Fluently	Very Good
REFERENCES	Excellent professional and academic references will be available on request.		