Curriculum Vita (CV)

Name: **Dilawar Shah Omeed**

F/ Name   **Karim Shah**

Date of Birth: **28 February 1984**

Marital Status: **Married**

Sex: **Male**

Religion: **Islam**

Nationality: **Afghan**

Contact Number: **0093 -0-707 961 738**

E – Mail: shah.dilawar7@gmail.com

          shah_dilawar@yahoo.com

Mailing Address: **Opposite of Laghman Bus Station Main Road –
                                             House # 125 Dr. Salim Shah's House – Jalalabad Afghanistan**

Professional Objectives:

To become a Master of Software engineer and utilize my constructive energy and vision aggressively and responsibly, to handle the present and future requirements of an Organization & my nation Afghanistan through dedication and commitment

Qualification:

Year	Qualification	Grade	Marks	INSITUTION
2002	F.Sc.	A/1st Div.	96.3%	Nangarhar High School Nangarhar Jalalabad Afghanistan.
2002	DIT - Diploma in Information Technology	Grad "A"	91 %	NWFP BORAD OF TECHNICAL EDUCATION PESHAWAR PAKISTAN - DEPARTMENT OF CMPUTER SIENCE
2003	DBM - Diploma in Data Base Management	Grad "A"	97.4%	NWFP BORAD OF TECHNICAL EDUCATION PESHAWAR PAKISTAN - DEPARTMENT OF CMPUTER SIENCE
2014	OT Assistant Ali Nursing (Higher Nursing)	Grad "A"	94.2%	Imam Ghazali Institute of Higher Education Jalalabad City Afghanistan

Year	Degree	Grade	%	Institution
2020	BBA Bachelor of Business Administration	Grad A	97.1%	Khorasan University Nangarhar Afghanistan
2006	BCS (Bachelor of Computer Science	Grad "A"	94.5%	Peshawar University Peshawar Pakistan

Certificate of Computer Programs:

Year	PROGRAMS	INSITUTION
2003	MS Office Especial Program	ELP Institute of IT- University Road Peshawar Pakistan.
2004	Hardware Special Class	ELP Institute of IT - University Road Peshawar Pakistan.
2005	Hardware Software Troubleshooting	ELP Institute of IT - University Road Peshawar Pakistan
2005	Designing, ACD, Color Draw, Photo Shop	ELP Institute of IT - University Road Peshawar Pakistan
2005	Network – (Special Class)	Professional Software Institute Peshawar Pakistan
2006	MS Access (Special Class)	Professional Software Institute Peshawar Pakistan
2006	MS Excel (Special Class)	Professional Software Institute Peshawar Pakistan
2007	DATA BASE (Special Class)	Professional Software Institute Peshawar Pakistan

Excellent Work Experience:

1. **Field Supervisor – UN-HABITAT Nangarhar.**
   From April 2020 Up to 31 Dec 2021.

   Duties and Responsibilities: -

   Mobilize the target communities to project intervention, procedures and policy and to inspire them to actively play their role in the promotion of project aims. In close collaboration with project supervisor:

   Conduct baseline surveys on community, develop and implement community mobilization plan/ Mobilizes and motivates the target communities on gender equality issues.

   Working directly with trainees or community groups to continue to change their attitudes.

Work with stakeholders, family and community for acceptance of women in vocational and technical trade, to increased freedom of movement and greater access to the job market

Ensure quality of project implementations. Select trainees according to the project criteria.

Develop training materials for specific stakeholders or communities.

In close collaboration with Project Supervisor, participate to follow up with employers for On-the-Job training and employment assistance.

Collect community mobilization and training data and assists Center supervisor/field supervisor in data analysis and interpretation and report development.

Collect and compiles community mobilization, establishment and performance, and training sessions' related data.

Assist Center Supervisor/project supervisor in project operations data analysis and interpretation;

Submit community mobilization, monitoring, counseling, training, and observation information to project supervisor.

Assists Project/Field Supervisor in the development of provincial program scope.

2. MIS Officer/ SFP – UN-HABITAT Nangarhar.
From March 2006 Up to Dec 2008

Duties and Responsibilities:-

- Prepare the required program reports for the organizations, donors and relevant authorities.
- Work with community in terms of community development policies, action plan, and implementation form.
- Work with community in supporting of community mobilizers and engineers in the field in terms of social activities and implementation of projects.

- Follow up with staff on required reports to different agencies, for up to date and information of relevance.
- Support communities with withdrawal of funds, expenditure of funds and other procurement activities.
- Support of MIS Activities of UN-Habitat in overall programs at regional level.
- Preparation of Presentation and Reports of programs activities for program Managers, related government Department.
- Train Socials, Engineers, other programs for online usage of programs database related to their activities.
- Train Surveyors, Socials, and Engineers on Data collection in different software of data collection like **(Open Data Kit (ODK), KoboTool box, REDcap, Survey CTO) etc...**
- Assist in the operation and maintenance of the Local Area Network (LAN) and Wide Area Network
- Maintain UN – Habitat Programs server, Troubleshot and install system related to printers, photocopiers, Microsoft outlook, and Microsoft operating system.
- Installation, configuration and upgrading, Servers, Backup systems, desktop and laptop computers.
- Maintain communication systems/equipment including, mobile and other sat-phones, VHF, AHF, Codon, Internet access, and all other communication related matters, ensure always to maintain quick communication with staff, UNDSS, and other stack holders
- Ensure data and system integrity by setting up and administrating ICT security systems: anti-virus, backup routines, access controls, firewall and physical security.

Security.

1. Screens all personnel, packages and vehicles entering the UN complex to ensure authorized access.
   - Provides continuous coverage of cameras, telephone and radio communications systems and associated recording units in the Security Operations Center.
   - In the event of emergencies and incidents, alerts relevant units, New York City emergency units, and dispatch security personnel to the site under the direction of the Supervisors in charge of the Security Operations Center.
   - Maintains logs and rosters and initiates chronological logs of events during emergencies.
   - Prepares daily and weekly work schedules and various periodic reports.
   - Provides information and directions to all persons associated with the organization.
   - Controls pedestrian and vehicular traffic.

• Is alert for any potential or actual breaches of security and any disturbances or unusual activity and reports these immediately.

• Ensures that all UN property being carried from the complex is checked for appropriate documentation.

• Acts as the Primary Officer or Team Leader in the temporary absence of the OIC.

3. District Admin Assistant – UN-HABITAT Nangarhar.
From March 2006 Up to Dec 2008

Duties and Responsibilities: -

1. Under the direct supervision of General Administration/ District Manager, I Was responsible to assist the Provincial Administration / District Manager on the admin and any kind of official activities.
2. Requiring previous experience in the related area.
3. Typing the letters or applications in Dari, Pashto, and English. Typing and word-processing various documents and electronic information.
4. Draft or prepare correspondence to respond to inquiries in respect to relevant administrative activities.
5. Brief/debrief staff team members on issues relating to a variety of administrative areas.
6. Organize seminars and prepare speeches, handouts and presentations.
7. Responsible to organize the BOD meetings, taking minutes of the meetings and submit it to the District Manager.
8. Responsible to collect the weekly and monthly reports of the departments, combining them to gather and submit them to the Main office MIS Department.
9. Filling of any documents related to the Organization, Interring the data and follow up the existing indexing and filling systems of the office.
10. Responsible to record all documents of the projects and other documents related to the admin office.
11. Submitting and taking the needed documents to and from related departments.
12. Keeping all the files in the department updated and organized.
13. Registering the outgoing and incoming letters to the company and department.
14. Actively develop professional skills.
15. Maintain the confidentiality of sensitive information regarding financial, personnel and other subjects.
16. Assisting in translating of documents as appropriate.
17. Performing as directed by the head supervisor.

Excellent Workshops/ Trainings:	
From 22 May 06 up to 27 May 06	MIS – Management Information System Work Shop From UN-HABITAT Jalalabad Afghanistan.
From April 06 up Feb 07 Every Months for 5 Days	In National Solidarity Program – Phase 1 to 5 – Procurement – Accounting and Monitoring Trainings From MRRD and UN-HABITAT Afghanistan NSP Program
From: 15 March 07 Up to 25 March 07	Procurement / logistic and Data base Trainings From UN-Habitat Jalalabad Afghanistan
From 04 April 2007 Up to 09 April 2007	UN-Habitat and DED (German Development Service) – Conflict Resolution and Mediation Workshop and Follow up Workshop. Nangarhar Afghanistan
From 19 June Up to 22 June 07	UN-HABITAT MIS/ Reporting Training/workshop UN-HABITAT Kabul Afghanistan
From 19 May 2008 Up to 23 May 2008	PMUN/AIMS Provincial Mapping of UN-Activities- Web site data entry and data base Management/GISTrainings. Nangarhar Afghanistan
From 27 July 2008 Up to 29 July 2008	UNDSS (United Nation Department of Safety and Security) Safe and Secure Approaches to Field Environment (SSAFE) Afghanistan Training Program.
From 13 March 2011 Up to 16 March 2011	UN-HABITAT MIS/Reporting/ Online Data Base Management trainings. UN-HABITAT Kabul Afghanistan
01 November 2009 Up 04 November 2009	A.&. A (Anodyne Service Australia) Hostile Environment Trauma training. Nangarhar Afghanistan
March 2013	UN- Fire Safety Training – UNDSS /UNAMA Advance Fire Safety Training Nangarhar Afghanistan
2015	UN-Habitat CLUIP Program online Monitoring/Database/ ODK data collection/GIS
2016	UN-Habitat AUPP Program online Monitoring/Database/ ODK data collection

CERTIFICATE of Services/Appreciation Letters:

Appreciation Letter:-

From UN-HABITAT NSP Program Manager Eng: Abdul Habib Rahimi for   Outstanding Performance in National Solidarity Program Cycle 1 and Cycle 2
On Sep 2010:

Appreciation Letter:-

From UN-HABITAT Jalalabad Provincial Manager Eng: Pad Shah Mir Rahmatzai for Outstanding Performance, Work Skills, and Honesty on Sep 2012

Certificate of Achievement:

From UN-Habitat CTA Mr. Pushpa Chatirkar for Outstanding Performance, honesty, Dignity and Superb Skill of Reporting in CEDPB Project on Aug 2011.

Certificate of Achievement and Certificate of Appreciation:

From the Deputy Minister of Municipality HE Abdul Baqi Popal working for CCAP Program as MIS officer with UN-Habitat OC on 2019.

Certificate of Appreciation.

From CCAP PMU Head late Faqir Jan Faizi working with CCAP/OC as MIS officer, 2018

Certificate of Appreciation.

From CCAP MIS Specialist Mr. Abdul Hameed Pasthoon 2018

Certificate of Appreciation.

From CCAP GIS Specialist Mr. Ali Amini 2018

Languages Under Command:				
Languages	READING	WRITING	SPEAKING	UNDERSTANDING
English	Excellent	Very Good	Excellent	Excellent
Dari	Excellent	Excellent	Excellent	Excellent
Pashto	Excellent	Excellent	Excellent	Excellent
Urdu	Excellent	Good	Excellent	Excellent

Contact Person/Reference:

Eng: Abdul HaqTahrik
Provincial Manager /Programs Coordinator UN-Habitat Nangarhar
Cell Phone: 0093 (0) 791 611 375 (0) 700 606 945
E-Mail ID: abdulhaq.tahrik@gmail.com

Haji Zameer Farooqi
HR/Operation Assistant UN-Habitat Nangarhar Afghanistan
Cell Phone: 0093 (0) 791 611 367
E-Mail ID:zameer_farooqi@yahoo.com