



**Subhanullah Safi**  
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## **Objective**

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I am willing to give total professional support to the organization that I am in, with the experience, skills, knowledge and capability that I have, in order to achieve organization's goals and create mutual benefits.

## **Summary of Professional career experience and educational background:**

- ✓ I have worked with World Bank as a field Researcher and Community Mobilizer in ARTF Project.
- ✓ I have worked with World Bank as a field Researcher and Community Mobilizer in Covid-19 Project.
- ✓ I have worked with World Bank as field Researcher and Community Mobilizer in Tiger Swan Project.
- ✓ I have worked more than two years with ATR Consultancy as Quality Assurance Assistant at Kabul.
- ✓ I have worked with World Bank and ATR Consultancy as a Senior Field Researcher in Reach project at Kabul.
- ✓ I have worked with LMS Consultancy as field Researcher in Mortality Project at Kabul.
- ✓ I had worked with ActionAid as a Community Mobilizer at Nangarhar.
- ✓ I had worked at ZICS computer limited as a computer operator.
- ✓ I have certificate in English language from Muslim English Language Institute.
- ✓ I have excellent knowledge of computer and internet and have excellent proven effective management skills.
- ✓ I have received several Trainings with World Bank and ATR Consultancy.
- ✓ I am expert in Computer Program's.
- ✓ I am expert in Survey's Applications like Survey CTO and Kobo Collect Tolls
- ✓ I am fluent in Pashto, Dari, English and Urdu.

## **Educational Background:**

✓ 2015-2019	Paktia University in Economics, Afghanistan.
✓ 2012-2014	Graduated of class 12 <sup>th</sup> from Tagab High School.
✓ 2016-2017	ZICS Institute of Computer Science and English language.
✓ 2016-2017	Certificate in MOUS (Microsoft Office Users Specialist)
2018-2019	Certificate in DIA (Diploma in Accounting)
	Certificate in MELI (Muslim English Language Institute)

## Language Ability:

- ✓ **Pashto:** Native
- ✓ **Dari:** Fluent
- ✓ **English:** Excellent
- ✓

## Work Experiences:

**Organization: World Bank and ATR**

**Consultancy**

**Founded: World Bank and**

**International Organization**

**Position: Quality Assurance Assistant**

**Place: Kabul**

**Duration: 3 years**

### Summary of Responsibilities:

- ✓ Provide leadership and supervise the work of the Community Facilitators to implement project activities effectively at the village level, in accordance with agreed work plans, targets and project budgets.
- ✓ Facilitate processes of community mobilization and participation to develop ownership of project activities and goals.
- ✓ Facilitate formation of community structures or networks, particularly of women, through consultation and participation of community members. Identify potential women leaders and support their development in collaboration with the Project represent.
- ✓ Prepare weekly work plans based on agreed monthly plans and budgets, and in consultation with communities, and report on progress against these plans.
- ✓ Participate in baseline surveys or other project-related data collection exercises in collaboration with the Project represent.
- ✓ Systematically capture and document lessons from the field for shared learning and identify case studies to highlight successes of the project.
- ✓ In consultation with the Project represent the project in meetings with government and other development actors at the village level.
- ✓ Ensure compliance with CDC/Shura requirements at the village level for effective

**Organization: LMS Consultancy**

**Fund: International NGO's**

**Place: Kabul**

**Date: 2021-2022**

**Position: Field Researcher**

### Summary duties and responsibilities

- ✓ Collecting of data in Survey CTO
- ✓ Collecting of data in Kobo Collect
- ✓ Managing of Surveys with CDS's Members
- ✓ Managing of Surveys with Mulla Imams
- ✓ Preparing of Report in end of the day
- ✓ Preparing the data in Excel sheet

**Organization:** ATR  
**Fund:** world Bank  
**Place:** Kabul  
**Position:** Supervisor

#### **Summary duties and responsibilities:**

- ✓ Worked as a supervisor in ATR organization and I did all responsibilities according to Doster khan-milli Program.

#### **Computer Skills:**

- Certificate course in MS Office (MS Word, MS Excel, MS PowerPoint, Outlook), Internet and Computer fundamentals, Nangarhar, Afghanistan.
- Certificate in **QuickBooks** from AlTaqwa, Nangarhar, Afghanistan.
- Installation of windows, installation of new software, and installation of new program in computer.
- Good report and email writing skill.

#### **Trainings**

- ✓ Attended training of World Bank.
- ✓ Attended training of ATR in Different Projects.
- ✓ Attended training of Gender.
- ✓ Attended training Social Mobilization.

#### **Reference**

##### **Samer Hamidi**

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