

Toofan Zeerak CV

TOOFAN "ZEERAK"
KART-E-MAMOREN
KABUL, AFGHANISTAN
DATE OF BIRTH: 14th MARCH 1983
NATIONAL IDENTITY CARD #: 1400-0305-78572
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mtzeerak@gmail.com

Academic Qualification:

I.C.S 12th Class:

Intermediate of computer science

Government Central Model High School & Community
College for Boys Lahore Pakistan "2003"

10th Class

Metric

Paradise High School, Imamia Colony, Shahdara, Lahore Pakistan "2001"

Professional Qualification:

Certificate in information Technology:

EDGE System International Data Institute Lahore
Pakistan "2005"

Microsoft Office:

Peak Solutions International College of Commerce and
Information Technology Lahore Pakistan "2003"

Work Experience:

IT / Inventory Officer:

Information Technology

Inventory officer

Agency for Assistance & Development of Afghanistan (AADA)
15th Nov 2016 Up to 28th Feb 2022

Major Responsibilities:

- ❖ Provide support to all AADA staff related to IT.
- ❖ Troubleshooting of printer, scanner, copier, & pcs.
- ❖ Installation of operating systems & antivirus whenever required.
- ❖ Updating of windows & antivirus in organization's End user PCs.
- ❖ Orient the staff for using of PCs, Windows, Printers, scanners, etc.
- ❖ Installation of CCTV camera, Controlling of CCTV's on daily, weekly base.
- ❖ Wiring and activation of intercom telephones.
- ❖ Conducting office IT assets inventory on quarterly base or whenever required.
- ❖ Distribution of Quotation for IT related equipment.
- ❖ Collecting of Quotations for further process & documentation.
- ❖ Preparing of support documents for final process of quotation.
- ❖ Purchasing of IT related equipment.
- ❖ Submitting of assets to the department or person requested by.

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ICT / CTS Officer:

Information Communication Technology
Commodity Tracking System officer

World Vision International (WVI)

20th Feb 2014 Up to 30th Jun 2016"

ICT Major Responsibilities:

- ❖ Maintain LAN (Local Area Network) and e-mail connectivity for access to Lotus Note.
- ❖ Ensure that hardware and software are maintained in optimum operating condition to allow maximum utilization by all WVI/Afghanistan staff.
- ❖ Support, administer and operate the key WVI/Afghanistan business applications, including the hardware and software infrastructure needed for continuous operation. These include: Lotus Notes, Windows, Untangle, Server, etc.
- ❖ Troubleshoot the client's computer & LAN system.
- ❖ Configuration of wireless access points & router.
- ❖ Provide internet access to field staff & guest house.
- ❖ Installing & updating of antivirus in End user PCs.
- ❖ Report to line manager on weekly & monthly basis or whenever required.

CTS Major responsibilities:

- ❖ Conducting of inventory on monthly basis or whenever required.
- ❖ Supervising of the warehouse assistant.
- ❖ Review all Commodity Reports of warehouse.
- ❖ Collect, compile & analyze all the receipts & dispatch summary reports, TIR, LR, PI, WHIR reports.
- ❖ Ensure that GRN is filled & send to main office on time after receiving the goods in warehouse.
- ❖ Responsible for data integrity.
- ❖ Prepare accurate and reliable statistical analysis of data required by the management team.

CTS / ICT Officer:

Commodity Tracking System (USDA-V) project
Information Communication Technology Officer

World Vision International (WVI)

Ghor Province Chaghcharan Office

1st August 2012 Up to 31st January 2014"

CTS Major responsibilities:

- ❖ Conducting of inventory on monthly or whenever required.
- ❖ Review all Commodity Reports of USDA-V project from all the project sites, including warehouses and distribution centers.
- ❖ Ensure that the Field Commodity Reports for USDA-V project are accurate and reliable for completion of the monthly global Commodity Status Reports; including the main CSR, LSR.
- ❖ Collect, compile and analyze all the receipts and dispatch summary reports, TIR, LR, PI, WHIR reports of USDA-V project Etc.
- ❖ Report to line manager on monthly basis.

IS Major Responsibilities:

- ❖ Support all World Vision Afghanistan staff & visitors requesting assistance.
- ❖ Monitor & maintain IS assets & documentation with assets & IS resources database.
- ❖ Installation, configuration & upgrade the computers & software according to World Vision policies & standards.
- ❖ Installation, configuration & troubleshoot Lotus Notes & train the users for using of Lotus Note.
- ❖ Assist in development of users & IS documentation & training materials.
- ❖ Provide to new staff IS orientation Etc.

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Data Manager:

World Vision International (WVI)
Ghor Province Chaghcharan Office
15th May 2011 Up to 31st July 2012"

Major responsibilities:

- ❖ Entering of field data received by supervisors in database by data entry team.
- ❖ Review & analyze the data enter by data entry team for final reporting to commodity team.
- ❖ Updating of data by data entry team on Entry & Expiry date of beneficiary cards.
- ❖ Review & update of Master Beneficiary List (MBL) on monthly basis to include & exclude project Beneficiaries based on their entry & exit dates.
- ❖ Summarize Master Beneficiary List & provide timely submission of MBL to commodity department at the end of each month.
- ❖ Maintain database for CHP & CHPS data analyzing & reporting.
- ❖ Compiling & analyzing of data collected by supervisors from health activities.
- ❖ Cross check the data with hard copies received by supervisors.
- ❖ In close coordination with M&E team ensure monitoring systems, & project indicators
- ❖ Ensure all health data collection & recording is being carried out correctly.
- ❖ Participate in program studies & assessments such as any survey & project final evaluation.
- ❖ Report to health specialist at the end of month or whenever required.

Data Manager:

Afghan Help & Training Program (AHTP)
Kabul main office "Aug 2009 to May 2011"

Major responsibilities:

- ❖ Maintaining Database.
- ❖ Develop databases and compile from all field activities.
- ❖ Coordination with Ensure all data collection and recording is being carried out correctly.
- ❖ Assist in preparation of weekly and monthly reports of project activities.

IT Officer:

Afghan Help & Training Program (AHTP)
Kabul main office "Jun 2008 to July 2009"

Major responsibilities:

- ❖ Installation of Windows, antivirus & other software in End user PCs.
- ❖ Controlling of all staff computers & updating of antivirus on time.
- ❖ Configuring & sharing of printer with all staff computers.
- ❖ Solving the problems of employees related to IT.
- ❖ Updating of antivirus and windows.
- ❖ Troubleshooting of printer, copier, scanner, etc.

HR Assistant:

Afghan Help & Training Program (AHTP)
Kabul Main Office Jan 2007 up to May 2008

Major responsibilities:

- ❖ Keeping records of employs personal file.
- ❖ Updating the main & sub offices staff personal files.
- ❖ Announcement of vacancies for positioning of the vacant post.
- ❖ Keeping records of short-listed candidates.
- ❖ Contact with short listed candidates for interview.
- ❖ Participate in interview & collect report for next step.

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Logistic Officer:

Afghan Help & Training Program (AHTP)

Laghman Sub Office Jan 2006 Dec 2006

Major responsibilities:

- ❖ Purchasing of stationary, office maintenance, & office furniture related to all departments / offices.
- ❖ Preparing of assets inventory at the end of each month.
- ❖ Filling of vehicle travel form.
- ❖ Controlling of office vehicles & logbooks.
- ❖ Preparing of vehicle contract with vehicle owner on monthly bases.
- ❖ Report to line manager on monthly basis.

Certificates:

Training	Details
Info security awareness:	Online Training from World Vision International 30 th May 2016
Stress management:	Training arranged by World Vision International 12 th & 14 th May 2016
Info security awareness:	Online Training from World Vision International 02 nd Feb 2015
Security Management:	Online Training from World Vision International 2013
Report writing & planning skills:	Training arranged by WVI from 21 st Feb to 23 rd Feb 2015
Effective communication Skills:	Training arranged by WVI from 17 th Feb to 19 th Feb 2015

Appreciation letter:

Have an appreciation letter by World Vision International Afghanistan by SVL / WASH project.
Have an appreciation letter by Agency for Assistance & Development of Afghanistan.

Committee Member:

- ❖ Quotation committee member with World Vision International (WVI)
21st Feb 2014 to 31st Mar 2015
- ❖ Quotation committee member World Vision International (WVI)
1st Aug 2012 to 31st Jan 2014

Linguistic Skills

Pashto is my Native Language

Language	Reading	Writing	Speaking
English	Excellent	Excellent	Very Good
Dari	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent
Punjabi	Excellent	Excellent	Excellent

Computer Skills:

Microsoft office packages	Windows operating system	Windows server	Microsoft Picture It	CorelDraw
Micro media Flash	Untangle	W-Filter	Photoshop	Printing
Scanning	CCTV Installation	Intercom Installation		

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Reference Name	Reference		
	Reference # 1	Reference # 2	Reference # 3
	Zabiullah “Modasser”	Faraidoon “Osmaini”	Fawad ‘Joya’
Position	Senior HR officer	CTS Coordinator	Deputy ICT Manager
Organization	Agency for Assistance & Development of Afghanistan (AADA)	World Vision International (WVI)	World Vision International (WVI)
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