

# MOHAMMAD ALI AFZALI

Management & Research



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## CAREER SUMMARY

I have education background in Law and Political Science and substantial experience in project management, operational task, and human rights activism, I am confident in my ability to contribute effectively to your organization.

I am a compassionate individual with top-notch case management talents and hope to bring my degree of devotion, enthusiasm for the cause, and my exceptional supervisory skills that assisted more than 100 kids and families to settle and prosper locally with international sponsorship.

## WORK EXPERIENCE

### 2017 - EXECUTIVE DIRECTOR

Current Tolo Social and Civic Organization, Kabul

Creating, and completing the strategy for the organizational plan, as well as drafting memorandums of understanding between partners including those from the foreign donor community and the partners in the civil society.

- Editing and modifying the law documents in accordance with the Constitution Law, the Command Law of Afghanistan, and the International Convention.
- Providing guidance to local partners in general on the most effective procedures that should be implemented with the goal of avoiding legal conflicts involving the Community.

### 2016- ADVOCACY OFFICER

2017 NGO-Help for Afghan Heroes, Kabul

Examining the current legal documents in order to modify them in accordance with the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

- Identifying vulnerable individuals (persons with disabilities and fallen heroes of the ANSF) in HAH's database for the purpose of advocacy.
- Identifying and choosing Civil Society Organization allies to improve the team's advocacy efforts.

### 2014- RESEARCH & RESOURCE 2016 COORDINATOR

Community Center for the Disabilities, Kabul

Providing a plan of action for observing the Libraries and resource center, as well as organizing field and desk research.

- Conducting, lecturing, and coordinating the workshop, as well as devising and developing materials and subject matter for disseminating information on the rights of individuals with disabilities.
- Training the awareness team to improve their facilitation skills while presenting the concerns to that of an audience.

## EDUCATION

2013 - 2016

Rabea Balkhi University | Afghanistan

Graduation from Law and political science

## ADDITIONAL SKILLS

- Community management
- Social work auditing
- Cross-functional team management
- Event, workshop and seminar execution
- Relationship management
- Media and Press briefing delivery
- NGO grant proposal drafting
- Public speaking

## CERTIFICATIONS

- Advocacy Workshop in SCA Sweden
- Project management in FWF
- Human Rights Issues AIHC in Kabul
- Effective Office Management in BRAC
- Basics of Journalism in CIJ
- Computer programming (Graphic design, Photoshop and Coral Dora)
- Leadership management in CCD
- Social work Monitoring in CCD
- Awareness and Advocacy in ADU
- Micro Finance Management in BRAC

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## WORK EXPERIENCE (CONT'D)

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### 2009 - AWARENESS OFFICER

2014 Community Center for the Disabilities, Kabul

- Developing a plan of action to facilitate the delivery of training and workshops within the organization and the community.
- Providing and preparing materials, as well as lecturing about the topics, for local as well as foreign audiences, including women, students, teachers, and staff members with and without disabilities.
- Providing materials for publication in different magazine as well as redesigning those contents.

### 2009- PROJECT MANAGER

2009 Children & Women Protection Organization (CWPO)

- Ensure correct comprehension and implementation of all project components supported by the CWPO.
- Coordinate and manage the budget for all project milestones (cost management of the projects).
- Writing Concept note and funding proposal, as well as creating donor reports and frequently reviewing project budgets and providing feedback to relevant CWPO staffs to support and build M&E plan in accordance with CWPO policy.

### 2005- SOCIAL WORKER

2006 Community Center for the Disabilities, Kabul

- Identifying individuals who require specialized services.
- Interviewing individuals with distinct requirements.
- Organizing the meeting with community leaders, offering counseling, and facilitating the awareness program.

### 2002- TECH ADMINISTRATION

2003 Ministry of Transportation, Kabul

- Providing technical support and educating individuals through any development tools concerns
- Responsible for the integration of business necessities, as well as supervision of the information technology department
- Implementing a technological plan while also providing assistance to a variety of sub-departmental ministerial level officers

### 2005- ENGLISH TEACHER

2005 ICRC International Committee for Red Cross

- Developing lesson plans for certain clients pertaining to the English language and delivering lesson plans that are suitable for specific clientele
- Providing assistance in the form of tutoring within the framework of the PFT project, which has disabled people as its primary target constituency
- Assisting in the compilation of project reports for each month and submitting them to head office

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## BOOK EDITING/IMPACT

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2022-

Translating and Editing Handbook from English to Persian

MTÜ MONDO, Estonia

[www.afkprjdari.wordpress.com](http://www.afkprjdari.wordpress.com)

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## LANGUAGE SKILLS

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- Estonian language: B1
- English: B2
- Dari language: Native

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## COMPUTER/TECH SKILLS

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- Microsoft Windows, Microsoft Word, outlook, Microsoft Excel
- Adobe Photoshop & Cruel draw
- Internet and Weblog designing

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## INTEREST & HOBBIES

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- Self-study
- Traveling different countries
- Multi-cultural mindset
- Self motivated & self-regulated
- Conflict resolution & communication

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## REFERENCES

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1, Mrs. Tina L. Singleton

Advisor

The Afghan Women's Writing Project (AWWP)

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2, Riina Kuusik-Rajasaa

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