

MALALI POPALZAI

District 5- 3 Dokan Koche Rais Khaleq, Town

Balkh Afghanistan

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WORK EXPERIENCE:

Monitoring & Evaluation Officer - Global Partners (GP) - RADP- NORTH

The Project – Kitchen Garden Implementation (KGI) project; 21 / Nov / 2017 - 11/ July/2018

- Identified the M&E needs for KGI, including review of project indicators and donor requirements as well more general questions of program impact
- Assisted M&E manager in designing a comprehensive M&E plan for the project, which will provide for efficient collection of relevant and reliable data
- Assisted M&E manager in drafting M&E instruments (forms, questionnaires, interview questions, etc.) and their regular update
- Trained KGI staff in using M&E instruments and improving M&E practices
- Designed databases to record, store, and analyze data and supervising data collection, data entry, ensuring the quality of data
- Prepared summaries of data for the purposes of program management, preparing statistical records and contributing to decision-making by providing a knowledge base for informed decisions
- Monitored and evaluated the KGI project in Balkh as per RADP-North requirements.
- Prepared monthly evaluation reports on each training group.
- Submitted monthly evaluation reports on a timely basis to Assistant Project Manager (APM) – Balkh & Jawzjan.
- Recommended and assisted in implementing changes deemed necessary based on the monitoring and evaluation results.

Management Assistant; PVADO; 10/Feb/ 2016 – 30/Oct/-2016

Peace Village for Afghanistan Development Organization (PVADO); Mazar e Sharif – Afghanistan

- Translated project proposals and agreements Dari to English – English to Dari.
- Implemented the policy, rules, and regulations in administration departments.
- Handled a sound and effective filing system in the office and dealing with the corresponding.
- Updated the staff list.
- Managed the administrative tasks of the general office from A to Z.
- Backed up record from both hard and softcopy of DATA.
- Managed all kinds of lease agreements or contracts with contractors
- Reported monthly to finance department about staff changes and their salary payment.
- Prepared the monthly service, maintenance record and report of office vehicles, generator and for fuel and oil usage.
- Prepared monthly administration report.
- Managed asset and controlled the inventory list and stock

Community Mobilizer, IRCON international LTD (Gov of India undertaken); 15/ April /2015 – 31/ Jan /2016

- Mobilized the target communities to project intervention, procedures and policy and to inspire them to actively play their role in the promotion of project aims.
- Conducted baseline surveys on community, develop and implement community mobilization plan;
- Mobilized and motivated the target communities on gender equality issues;
- Inspired the sense of contribution, participation and self-reliance in the target communities;
- Established and develops good mutual understanding, cooperation and trust between IRCON project and the target communities
- Worked with family to supports the women to follow and complete the training and to continue to work in trade.
- Worked directly with trainees or community groups to continue to change their attitudes.
- Collected community mobilization and training data and assisted Center supervisor/field supervisor in data analysis and interpretation and report development

VOLUNTEER ONLINE, October 2015 – Present - Afghan Women Writhing Project (AWWP)

- Writing true stories on women’s rights issues
- Being a part of AWWP for donation to Afghan Women

EDUCATION:

Bachelor of Business Administration (BBA), Taj Higher Education University, Mazar-e-Sharif, 2016 – Present

TOEFL IBT, 20 /NOV/2015– 18 /Feb/ 2015 American University of Afghanistan (AUAF)

AWARDS:

- 2 Gold Medals for Best Student Honor Award in high school; 2011 – 2014
- Present work certificate for monitoring (PVADO); Feb 2017
- USAID honor certificate, for financial management training; May 12 – May 26
- TOEFL IBT Certificate, American University Of Afghanistan (AUAF)
- SIYB-ILO- Business Training program Certificate

LANGUAGE:

Languages	Speaking	Writing	Reading
Dari	Excellent	Excellent	Excellent
Pashto	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Urdu	Excellent	Good	Good

PERSONAL CHARACTERISTICS:

I am Punctual, Responsible, Serious, Ambition, Fast, and Able to work in team and Quick learner, and a Leader

REFERENCES:

Upon Request