From: **Zulmai Suhrabi**

To: **AYEHO**

Subject: **Application for M&E Officer**

Dear Respected HR Team,

I am writing to express my strong interest in the **M&E Officer** position at your respected organization. I believe that my educational background and extensive professional experience in Management Information Systems make me a strong candidate for this role.

With over 14 years of experience in MIS, Web Developer, M&E and IT-related roles within donor-funded projects and reputable NGOs, I have consistently performed responsibilities that align closely with those required for this position. My past roles have equipped me with the expertise to manage information systems effectively, lead teams, ensure data integrity, and provide timely and accurate reporting for decision-making and project evaluation.

Summary of Qualifications and Experience

I am confident that my education and professional background make me a strong asset to your organization. Below is a summary of the value I can bring to your team:

- **Bachelor of Computer Science (BCS)** from **Kabul University**, Kabul, Afghanistan – 2011.
- **Over 14 years of progressive experience** in Management Information Systems (MIS), Web development, Information Technology, Data Management, Data Analysis, Monitoring & Evaluation, GIS, and Reporting within **donor-funded projects** and **reputable NGOs**, including:

✓ **MIS Manager** in IRDP World Bank (**WB**) funded project - 9 years.
✓ **MIS Specialist** in CPMO Asian Development Bank (**ADB**) funded project - one year.
✓ **Senior M&E Officer** in Afghanistan Organization for Sustainable Rural Development (**AOSRD**)- one year
✓ **Senior MIS and IT Officer** in Citizens Organization for Advocacy and Resilience (**COAR**)- one years
✓ **Senior EMIS and Reporting Officer** in Afghan Youth Education and Health Organization **(AYEHO)**

I am pleased to submit my CV for your consideration. Given my education and extensive experience, I hope to be shortlisted for a written test or interview. I would welcome the opportunity to further discuss how I can contribute to your organization.

Please feel free to contact me at your convenience should you require any additional information.

E-mail address: zulmai123@yahoo.com, zulmai123@gmail.com

Mobile Contact: +93(0) 700 32 98 21

Yours faithfully,

Zulmai Suhrabi

Zulmai Suhrabi

Cell No: +93(0)700 32 98 21
Email: zulmai123@yahoo.com, zulmai123@gmail.com,
Address: Kabul City, Afghanistan

1- SUMMARY

With more than 14 years' experience in Management Information System (MIS) Development, Data management, web development (fronted and backend), data analyzing, Reports writing, Database administration, projects planning, Monitoring & Evaluation (M&E), Geographic Information System (GIS), Information Technology (IT), Information Communication Technology (ICT), Networking, Network Administration, Liaising, team leading, survey and case investigation. I have an extreme desire to get a position within a potential organization, where I could deliver services and learns with a team in the following areas:

1. ***Management Information System (MIS) Development and data Management***
2. ***Data analyzing and representation using varied technology & STATA***
3. ***Database Development, Database administration and DBMS***
4. ***Monitoring and Evaluation (M&E)***
5. ***Web Development (Fronted and Backend) and CMS expert***
6. ***Geographic Information System (GIS): Esri ArcGIS, Google Earth, Geospatial Data and Mapping***
7. ***Information Technology (IT), Information Communication Technology (ICT***
8. ***Networking and Network administration***
9. ***Planning***
10. ***Capacity building***

As a committed body to myself, my family, my society and finally to the entire humanity, I solidly believe in honesty, hard work, confidence, creativity and trust as the principles towards achieving my goals in my life. I am friendly, responsible, principle-oriented and respectful of people. I would be glad to further discuss my position and qualifications in a personal interview.

2- PERSONAL INFORMATION

Name:	***Zulmai***
Last name:	***Suhrabi***
F/Name:	***Saadat***
D/Birth:	***1-March-1986***
ID/ Tazkera:	***1398-1200-50158***
Passport ID:	***P01884319***
Place/Birth:	***Kabul, Afghanistan***
Marital Status:	***Married***
Nationality:	***Afghan***
Phone Number:	***+93(0)700 32 98 21 / +93(0)749 31 79 21***
Email Address:	***zulmai123@yahoo.com ; zulmai123@gmail.com***
Skype Address:	***zulmai.suhrabi***
WhatsApp:	***+93(0)700 32 98 21***

3- EDUCATION

- ✓ **BCs, Bachelor of Computer Science** from Kabul University (Kabul Afghanistan-2011)
- ✓ **Diploma in Database (DDB)** from Burhan Institute of Science & Technology (Kabul-2010)
- ✓ **Sayedal Naseri High Schoo**l in first position (Kabul-Afghanistan-2007)
- ✓ **Diploma in English Language** from Afghan America Cambridge English Language Universal Institute
- ✓ **TOEFL Certification** from Afghan America Cambridge English Language Universal Institute
- ✓ **Online Cisco Certifications CCNA** (Cisco Certified Networking Associate) from Cisco
  - Networking for Home and Small Businesses
  - Working at a Small-to-Medium Business or ISP
  - Introducing Routing and Switching in the Enterprise
  - Designing and Supporting Computer Networks

4- TRAININGS ATTENDED / CERTIFICATES

MCSE (Microsoft Certified Systems Engineer)
→ **Matrix Higher Education Kabul Afghanistan (2009)**
Microsoft ISA (Internet Security Acceleration)
→ **InfoTech Higher Education Kabul Afghanistan (2010)**
MCITP (Microsoft Certified IT Professional)
→ **InfoTech Higher Education Kabul Afghanistan (2010)**
CCNA Security 1.0 (Cisco Certified Networking Associate Security 1.0)
→ **InfoTech Higher Education Kabul Afghanistan (2010)**
CWNA (Cisco Wireless Networking Associate)
→ **InfoTech Higher Education Kabul Afghanistan (2010)**
Advance Networking Certifications
→ **InfoTech Higher Education Kabul Afghanistan (2010)**
IUC (Internet Usage Course)
→ **Matrix Higher Education Kabul Afghanistan (2009)**
PHP
→ **Information & Communication Technology of Afghanistan (ICTA) (2009)**
GIS and Remote Sensing
→ **Food and Agriculture organization of the United Nation (FAO-UN) (2012)**
AAP (Accountability to the Affected People)
→ **United Nations International Children's Emergency Fund (UNICEF) (2023)**
PESA Training
→ **United Nations International Children's Emergency Fund (UNICEF) (2025)**
Science Program
→ **Different Institutes Kabul Afghanistan (2000 – 2006)**

5- APPRECIATION/ ACHIEVEMENT CERTIFICATES

UN-FAO Certificate of Achievements in IRDP Project, 28-Dec-2020
Awarded by: Mr. Rajendra Aryal FAO Representative in Afghanistan

Certificate of Appreciation from Executive Office, 11-Feb-2018

Awarded by: H.E. Dr. Abdullah Abdullah, Chief of Executive Gov. Republic of Afghanistan

Certificate of Appreciation from Ministry of Energy and Water, 15-Aug-2017

Awarded by: H.E. Eng. Ali Ahmad Osmani, Minister of Energy and Water

Certificate of Appreciation from Ministry of Energy and Water, 07-Sep-2019

Awarded by: H.E. Eng. Mohammad Gul Khulmi, Minister of Energy and Water

Certificate of Appreciation from PCU/IRDP Ministry of Energy and Water, 15-Jul-2018

Awarded by: Eng. Nasir Ahmad Ahadi, Director of PCU in Ministry of Energy and Water

Certificate of Appreciation from SJA Institute of Higher Education, 2014

Awarded by: Abdul Fatah Noori, Chief of SJA Institute of Higher Education

6- PROFESSIONAL EXPERIENCE

Job Title: Senior Education Management Information System and Reporting Officer

Employer: Afghan Youth Education and Health Organization (AYEHO)

Duration: 1-Sep-2024 up to 31-Dec-2025

Duties and Responsibilities:

- To ensure the standard and modern MIS System is in place for Community Based Education project
- Develop unified reports' formats and useful mechanism during data collection process
- Development of MIS modules for storing and capturing the projects related data.
- To Provide CBE- MIS analysis report for Management team, AYEHO's Monitoring Department on monthly basis.
- Perform analysis and calculations data by end of each month
- Share the findings with Management team in Monthly coordination meeting by end of each month
- To assist the Management team for preparing and filling the reports for donor.
- Prepare and submit the summary and analysis report as per project activities to Program Manager for his quarterly report writing at the end of each quarter
- Managerial Tasks: Data Capturing: MIS captures data from various, internal and external sources of an organization, processing of data, storage of information, retrieval of information, dissemination of MI
- prepare weekly and monthly report to the management.
- In consultation with key MoE officials and UNICEF relevant staff, assist the EMIS Department to improve the EMIS regular data collection activities (for community-based education)
- Assist the EMIS and Planning staff to keep up-to-date CBE program information database
- Perform other duties as assigned by AYEHO
- Serve as a member of the team and take responsibility for overall planning, scheduling, production and reporting program activities and outcomes.
- Play a leading role in the development and implementation of reporting template, schedule and guideline for producing weekly, monthly and quarterly program reports
- Keep close relation with M&E department to ensure all reporting format are in accordance with defined program indicators
- Assist provincial coordinator or program assistants and other staff as needed on new tools to enhance their reporting procedure
- Coordinate with provincial coordinators or program assistants to ensure quality and accurate data collection
- Attend virtual or in-person meetings on behalf of AYEHO about EMIS
- Develop regular updates on the program/Project activities and share with IT team for official social media sites and website
- Develop and maintain efficient data management and reporting system
- Properly submit CBE related information on donor portal as needed
- Heaving access to kobo toolbox systems, and Power bi, QGIS
- Prepare and arrange reporting templates according to the need and guidance of program manager
- Prepare and arrange projects progress and activities graphs for more meaningful outcomes
- Perform other tasks as needed and as directed by program manager.

Job Title: Senior MIS & IT Officer

Employer: Social Behavior Change UNICEF Funded project/COAR

Duration: 10-Jun-2023 up to 31-Aug-2024

Duties and Responsibilities:

MIS Activities:

- Create format for Community Engaged, Feedback, Compliant and emergency cases reporting and develop all the form in KOBO System to Data Analysis and Data management for reporting of Monthly progress report (MPR) and QPR of SBC Project.
- MIS (Database and Web) Development and Administration, Analyze MIS needs for management and functional operations design, develop and maintain the SBC Project.
- Consults with management to analyze computer system capability for information, data, and functional operations, to determine scope and priorities of SBC projects, and to discuss system capacity and equipment acquisitions.
- Advise management on proper utilization of data processing time and equipment for maximum desired result.
- Prepares department budget and monitors expenditure of budgeted funds.
- Recommends and develops plans for systems development and operations, hardware and software purchases, budget, and staffing.
- Manages the development, implementation, installation, and operation of information and functional systems for the organization.
- Develops, implements, and monitors management information systems policies and controls to ensure data accuracy, security, and legal and regulatory compliance.
- Provides support to end users in the selection, procurement, usage, and maintenance of software programs and hardware.
- Manages computer operation scheduling, backup, storage, and retrieval functions.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine costs and impact, and address problems.
- Develops, maintains, and tests disaster recovery plans.

IT Activities:

- Manage technology services that meet operational requirements in designated area(s) of the SBC/ COAR.
- Serves as the lead IT liaison, staff in designated area(s) to understand and interpret client needs at a division level and to collaborate across lines in meeting those needs.
- Directs and coordinates the local implementation of SBC /COAR IT operations, projects, and programs, ensuring alignment of IT services with the SBC needs of the area(s) and adherence to established project management principles and best management practices.
- Provides technical leadership on a variety of highly specialized project-related activities requiring expertise in specific technical areas for core information technology systems and services.
- Reviews IT requirements and coordinates IT purchases (hardware, software and services) to ensure effective deployment of solutions aligned with user needs.
- Delivers appropriate personnel actions and Kobo system training programs to ensure Social Mobilizer staff performance in the area(s) of oversight.
- Participates in the development, implementation, and maintenance of policies, objectives, short- and long-range IT planning, with an emphasis on advocating for the needs of the area(s) supported; implements tracking and evaluation programs to assist in accomplishment of established goals.
- Participates in the documentation and implementation of policies and standard operating procedures consistent with those of the SBC /COAR to ensure effective operation of an organization.
- Participates in development of IT Service Catalog offerings, Service Level Agreements, and Operating Level Agreements consistent with the needs of the SBC/ COAR.
- Participates as a member of the IT management team in planning, problem resolution, and reviewing department performance.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Performs miscellaneous job-related duties as assigned.

Job Title: Senior M&E Officer

Employer: Afghanistan Organization for Sustainable Rural Development (AOSRD)

Duration: 20-May-2022 up to 19-May-2023(1 year)

Duties and Responsibilities:

- Ensure that all activities are implemented according to the activity plan and in line with the project objectives.
- Facilitate workshops, meetings and any other programs according to the need of project.
- participate and support the development of the M&E tools for project on different levels.
- Undertake regular monitoring of project activities to ensure that the quality and quantity of the program activities being carried according to Project.
- Prepare and implement monthly monitoring and evaluation plans for the program.

- Advise, and if necessary, train, the field staff on the monitoring and evaluation procedures.
- Complete and submit regular reports on the monitoring and evaluation findings in the field to Project Manager, which includes reporting of field visits.
- provide technical assistance to field teams during implementation of activities.
- Monitor field teams related to training activities and assess and report on progress to supervisor.
- Ensure that the Monitoring tools are based on the project indicators and measuring the project objectives.
- Monitoring and evaluation of the project activities and ensure monitoring and evaluation systems and quality controls are in place.
- Communicate closely with the field staff of the project for better reporting of the project.
- Ensure timely and appropriate reporting on project activities to Project Manager.
- Prepare the M&E Framework and Tools and Track down the project activities.
- Conduct any other activity assigned by the Project officer.
- Keep records of any visits, phone calls or emails received from other project staff and community workers requesting support.
- Attend at all meetings arranged by the Project officer.
- Any other relevant tasks given by line manager.

Job Title: Management Information System (MIS) Specialist
Employer: CPMO/ADB Funded Project / National Water Affairs Regulation Authority (NWARA)
Duration: 9-Jun-2021 up to 31-Dec-2021 (6 Months) the Project Stopped as per Situation of AFG.

Duties and Responsibilities:

1. **Assessing the needs and System Analysis**
   - Liaise with different departments at CPMO to assess their data needs and work process/flows
   - Conduct business process mapping of CPMO services and systems
   - Supervise in preparation of assessment and system analysis technical documents
   - undertake and manage developing survey form based on the system and available data at field level
   - Monitor collection and integration of internal and external data
2. **System design and System Development**
   - Monitor in development of logical software design and software development procedures and practices.
   - Implement software development projects using most appropriate methodologies for different CPMO components ensuring implementation of data standards and data integrity.
   - Implement ways with the help of which he can incorporate with several new technologies.
   - Observe, test, diagnose and resolve the faults that occur in the software.
   - Programming and development of applications for different CPMO departments.
   - Assisting and supervise system design, system integration and ensuring support of software development activity.
   - Modify CPMO statistical system reporting section for a user-friendly reporting section.
   - Develop baseline profiles for different indicators.
   - System soundness and accuracy and documentation
3. **Ensure data accuracy, quality and integrity in databases.**
   - Manage and monitory maintain enterprise-level solutions utilizing service oriented, web, and mobile technologies.
   - Approve tested codes and then rewrite and refine it if required.
   - Develop the technical document for system design, deployment and maintenance.
   - Write different data checking queries for statistical indicators, cross and direct checking of data.
   - Expansion and deployment of the system
   - Assisting CPMO in expansion of the system to departments and sub national level.
4. **Trainings:**
   - Host and conduct training for system users at national and international levels.
   - Conduct Training session for CPMO -MIS and other department's staff.

Job Title: **Management Information System (MIS) Manager**
Employer: **IRDP World Bank Funded Project/ National Water Affairs Regulation Authority (NWARA)**
Duration: **1-Jan-2016 up to 9-Jun-2021 (6 Years)**

Duties and Responsibilities:

- → Administer and maintain the online IRDP-IMIS by creating users as per the required roles/rights of each department and region; update the system as per new requirements and new modules;
- → Install, maintain and administer the Aquarius Software (Database) of WRD (Water Resources Department), used for analysis of Hydro-Meteorological data;
- → Provide technical guidance and assistance to IT department of PCU and WRD in troubleshooting of software and hardware problems of internet, computers and network;
- → Maintain the Information Gateway System (Digital Library) by providing training and guidance to all users of MEW, UN-FAO, PCU and other related stakeholders, which is used for the storage of published material related to MEW;
- → Upgrade the IRDP-IMIS from time to time to enhance the functionality, to perform the task in minimum time, and upgrade the user manuals;
- → Follow-up with all regional offices to make sure the data is provided on time;
- → Assist the IRDP in preparing and drafting the regular IRDP progress reports (Monthly Progress Reports and Quarterly Progress Reports) & M&E reports and generate ad-hoc reports from the developed IRDP-IMIS;
- → Retrieve and provide the required data to GIS department for different ad-hoc map generation purposes, present the retrieved information in GIS;
- → For the smooth running of the system, closely coordinate with IT department for the trouble shooting of IT related issues;
- → Create and maintain management reports including end-of-month, quarterly, and annual reports used by various departments.
- → Maintain Business Analytics, Director, and SMART applications as well as reports within those applications.
- → Maintain process for management to request reports and support.
- → Work with core processor and Information Technology to automate and schedule report generation.
- → Responsible for supporting internal and external users and managing the ICT and MIS support staff.
- → Installing multimedia projector and video conference for the PCU/IRDP directors.
- → To develop the physical ICT infrastructure, ducking, cabling, labeling internet connection etc. For the PCU Directorates, Deputy Ministries.
- → Installs, configures & upgrades operating system, Kaspersky anti-virus and utility software, using standard business and administrative packages may modify specific applications for using in operational department.
- → Responsible for preparation of periodic report regarding MIS and IT Support activities.
- → Responsible to maintain all types of network LAN, WAN, Wireless Network, Microwave and IP Phone etc.
- → Able to maintain Network devices (CISCO Switches/Routers/ NAC/ACS etc.)
- → Miscellaneous duties/projects as assigned /any other MIS and IT related tasks.

Job Title: **Management Information System (MIS) Officer**
Employer: **IRDP World Bank Funded Project/ PCU/ (Ministry of Energy and Water)**
Duration: **14-Apr-2012 up to 31-Dec-2015 (4 Years)**

Duties and Responsibilities:

- → Develop and analyze systems that are to be used by the employees and the Director of PCU/IRDP.
- → Develop strategies that are to be used in implementation of software and hardware systems in the PCU/IRDP.
- → Look after the maintenance of the servers and computer systems and make sure that all the departments are functioning properly.
- → Collect necessary specifications for each department and make sure that their requirements are met.
- → Develop and manage staff to monitor technology staff and oversee policies and procedures of the PCU/IRDP and MEW.
- → Provide training and necessary assistance for the employees involved in implementation and maintenance of the software systems in IRDP Project.
- → Responsible for supporting internal and external users and managing the ICT and MIS support staff.
- → Installing multimedia projector and video conference for the PCU/IRDP directors.
- → To develop the physical ICT infrastructure, ducking, cabling, labeling internet connection etc. For the PCU Directorates, Deputy Ministries.
- → Installs, configures & upgrades operating system, Kaspersky anty-virus and utility software, using standard business and administrative packages may modify specific applications for using in operational department.

- → Responsible for preparation of periodic report regarding MIS and IT Support activities.
- → Responsible for network troubleshooting, support and connecting data and voice ports.
- → Responsible to maintain all types of network LAN, WAN, Wireless Network, Microwave and IP Phone etc.
- → Able to maintain Network devices (CISCO Switches/Routers/ NAC/ACS etc.)
- → Any other task assigned by director of PCU.

Job Title: IT officer
Employer: Ministry Support Unit Project/ (Ministry of Energy and Water)
Duration: June 2010 up to 1-Feb-2012 (2 Years Part time)

Duties and Responsibilities:

- → Install, manage and monitor systems and equipment's for both wired and wireless network, and conduct necessary repairs and trouble-shooting on software and equipment's, as required
- → Test and implement computer application systems and programs including releases, modules and functionalities in compliance with MEW policies and requirements
- → Manage policies and user control lists including rights and privileges
- → Provide technical and help-desk support for computer applications including version management and data recovery, as required
- → Ensure the full range of technical maintenance in the area of server operations and administration
- → Oversee the installation, configuration, testing and deployment of server hardware and software, including Local Area Network, Wide Area Network, Operating Systems, Electronic mail, Database systems, firewall, Domain Name Server (DNS), DHCP and various security software
- → Operate and monitor server systems
- → Undertake simple and complex trouble-shooting of server systems and stand-alone desktops and terminals
- → Review network configuration ensuring maximum efficiency and manage network backup and security policies
- → Ensure accurate and efficient support on network equipment installation
- → Install, operate and maintain information security systems including firewalls, intrusion detection/prevention, network access controls, VPN and content filtering systems in accordance with MEW ICT policies
- → Maintenance of Windows 2003 Active Directory infrastructure, creating and managing user groups and shared folders, and maintenance of backup system
- → Maintenance of the FTP Server
- → Develop, update and maintain the ICT policies and procedures
- → Perform other duties assigned
- → Creating and restoring back up to all MEW computers

Job Title: IT officer and Instructor
Employer: Sayed Jamaluddin Afghan University
Duration: March 2009 up to Dec-2014 (Part-time)

Duties and Responsibilities:

- → Manage all equipment and applications associated with electronic mail.
- → Install communication equipment for wired and wireless network.
- → Establish control systems to ensure that all telecommunications equipment is in good condition and working order to maintain satisfactory communications between different users.
- → Control and maintain the performance of communication equipment for wired and wireless communication networks.
- → Ensure timely installation and upgrading of LAN/WAN information systems (e.g. resource mobilization, logistics management, purchasing, financial accounting, anti-virus and industry standard applications, etc.)
- → Perform maintenance and minor repairs on hardware equipment.
- → Receive, test, and install systems and telecommunications hardware;
- → Manage the operation and maintenance of the local area network (LAN) and wide area network (WAN) systems to ensure that network operating systems support data base, documents, resources and other data files.
- → Establish VPN connection between staff house and office.
- → Provide hardware and software troubleshooting support to all office locations.
- → Ensure that the company laptops, desktop and network resources are protected from malicious virus attacks and deploy

countermeasures.

→ Setup official email accounts in user's computer.
→ Ensure that the computer systems, including internet, printers, photocopy machine, and camera remain fully functional for all users on a daily basis.
→ Establish ISA firewall for better security.
→ Teaching CIT
→ Teaching DIT
→ Teaching MCP
→ Teaching MCSE
→ Teaching MCSA
→ Teaching CCNA
→ Teaching CCNA Security
→ Teaching CWNA

7- TECHNICAL PROFILE

Data Science:

- ✓ Data collection and storage
- ✓ Data Processing
- ✓ Data Quality
- ✓ Data preparation
- ✓ Data analysis (Descriptive, Diagnostic, Predictive and Prescriptive Analysis)
- ✓ Exploration and visualization (Chart, Graph…etc.,)
- ✓ Data quantitative and Data qualitative
- ✓ Dashboard Creation in (MS. Excel, MS. Power BI, Tableau, Good Data, Data box, Piktochart)
- ✓ Data collection tools (Open Data Kit (ODK), Kobo Toolbox, ONA, Census and Survey Processing System (CSPro), Magpi, Survey CTO, Team Scope)
- ✓ Presentation and Reporting

Databases:

- ✓ MS Access
- ✓ DBMS (Database Management System)
- ✓ MySQL
- ✓ SQL Server
- ✓ Oracle

Programming:

- ✓ JAVA
- ✓ Data Structures and algorithms in java
- ✓ Visual Basic.NET 2008
- ✓ C++

Web Designing:

- ✓ HTML
- ✓ CSS
- ✓ JavaScript
- ✓ JQuery
- ✓ PHP
- ✓ Ajax
- ✓ Larval

Geographic information System (GIS):

- ✓ GPS
- ✓ Spatial Data
- ✓ Data Collection
- ✓ Esri ArcGIS 10.8.2
- ✓ Database Design
- ✓ CAD
- ✓ Geospatial Data
- ✓ Data Analysis
- ✓ Visualization
- ✓ ArcGIS Online
- ✓ Online Google Earth Professional
- ✓ Database Management
- ✓ SQL Server
- ✓ ArcGIS Desktop

- ✓ Map Production
- ✓ Technical Support

Networking:

- ✓ CCNA (Cisco Certified Network Associate)
- ✓ CWNA (Cisco Wireless Network Administrator)
- ✓ MCSE (Microsoft Certified Systems Engineer)
- ✓ MCITP (Microsoft Certified Information Technology Professional)
- ✓ ISA server firewall
- ✓ Pix firewall
- ✓ IPCOPE firewall
- ✓ Cyber-Security

MS Office Suites:

✓ Word ✓ Excel ✓ Access ✓ PowerPoint ✓ Outlook

Operating Systems:

- ✓ Microsoft Windows XP Professional
- ✓ Microsoft Windows Server 2K3, Windows Server 2008
- ✓ Microsoft Windows Vista / Windows 7/ Windows 8/ Windows 10
- ✓ Linux Ubuntu, Red Hat,

Hardware:

- ✓ A+ (PC Technician)
- ✓ Hardware & Software Installation
- ✓ Trouble Shooting
- ✓ Computer Architecture I
- ✓ Computer Architecture II

8- LANGUAGES PROFICIENCY

✓ **Dari**	Fluent	✓ **English**	Fluent
✓ **Pashto**	Fluent	✓ **Urdo**	very goo

9- REFERENCES

Mohammad Hussain Rahimi

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