



**Dr.Khadija Elham**

## Motivation later

The primary cause of my interest in the mentioned position is my Afghan nationality. As the current situation in Afghanistan urgently calls for a strong and sustainable effort To make the life of children better, the aware citizen that I strive to be is naturally eager to strengthen and spend skills in this field.

I am ready to occupy this job, in essence, through occupying this job. I can further contribute to the sustainable welfare of my country children, on a much grander scale. As my ultimate objective is to be an effective public servant to the Afghan people.

I can provide the copies of my educational documents and recommendation letter upon your request later.

For more information you can see my enclosed CV, so if you give me a chance for an interview to occupy this job I will thank.

I look forward to your reply.

**Khadija Elham**

# CURRICULUM VITAE

## ❖ Contact number:

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## ❖ Personal Information:

Name: Khadija  
Family name: Elham  
F/name: Khalilurrahman  
Date of birth: 1987  
Place of birth: Kabul Afghanistan  
Nationality: Afghan  
Marital status: Married Sex: Female

## ❖ Education:

2020 ongoing	MBA	Dunya University Kabul Afghanistan
2015-2019 Kabul Afghanistan	BA - Economic	Ghazi Amanulla khan -University -
2005 -2011	Medical Faculty	[Balkh Medical university]
1992 – 2004	High School Certificate 12 <sup>th</sup> grade Afghanistan	Ushturgram Girls High School, Kapisa

## ❖ Trainings and Seminars:

- GBV official conference LEBNAN BERUT
- Health system 15<sup>th</sup> days Training in JARDAN \_Jordan
- Peace Negotiation Conference in PAKISTAN\_ ISLAMABAD
- IPU program in SERBIA\_ BELGARAD
- NAIROBI SUMMIT -Conference in KENEYA-NAIROBI
- WOMEN IMPOWERMENT UAE-DUBAI
- Young leader and youth program INDIA-Gorgown
- HMIS introduction workshop Kunduz (PHO)
- Training on Primary Health Care (PHC). (*Certificate Available*)
- Two days' seminar on human rights and social coordination which was conducted by Kohistan Cultural Center and Afghanistan Role of Law Project (ARLP) organization. (*Certificate Available*)
- Training Workshop of HR Strategy for on Gender Program in Kapisa Province
- One-month training workshop on Health Management Information System (HMIS) that was held by Public Health Department (
- more than three times on (HOMER) Database,

- Training Workshop for 20 days Statistic package for social science (SPSS) MRRD/VAU
- 10 days' seminar on STATA Software which was conducted by (ASIA Foundation organization) (Certificate Available)
- Training workshop for 7 days Geographic information system (GIS) MRRD/VAU
- Training workshop of Ultra Sound Course, in Kabul Afghanistan

## ❖ WORK EXPERIENCE:

April 2019 – 15<sup>th</sup> Aug 2022 MP Member of Parliament from Kapisa Province

2017 UP to now Owner of Private school by Name of TAHAWUL Danish in Kapisa province

Member of NGOs by Name of UDSSO Universal development and social service organization.

2016-up to now Civil society activist Kapisa Afghanistan

Oct 2016 ---- 06 /2018 M&E Manager Administrative of office of the president. Kabul Afghanistan

- To manage the Monitoring and Evaluation function
- To support funding acquisition through the development of logical frameworks and Performance Indicators
- To plan and facilitate external evaluations, and assist with project redesign following evaluation
- To maintain Hagar's reputation for excellence by ensuring timely, accurate and meaningful reports are provided on time to Support Offices, or to Contract Manager Holders for other donor
- To maintain and strengthen relationships with key external organisations on technical matters
- Supervising on contracts, consultants, design teams and specialists
- Site Method statements, risk assessments.
- Attend all meetings, and heading M&E.
- Follow up and president construction Design Verification.  
Carrying out the works.  
Liaising with project and site managers and M&E sub contractors to ensure that the installation of the M&E installation is coordinated with the fabric of the building.  
To report on the progress and quality of the M&E installation and advice on the procurement and delivery of plant/materials and ensure that they are available within the construction

Detailed Tasks Assigned: -

- Coordination of the project with kapisa Project and regular meetings on project progress with them.
- Regular field visits with Bagram Team to the projects across the country
- Providing regular reports on program status to the Project.
- Assisting Senior Field Coordinator in preparation of annual implementation plan on daily basis
- Coordinating and supervising activities of M&E teams in the provinces and reporting accordingly to Senior Coordinator
- Preparing Quarterly progress report and FMR of activities,
- Accomplishing administration activities
- Coordination with PMU, and other development programs
- Mentoring staff in various issues.
- Preparing training materials for social mobilization team
- Problem solving at central and provincial level where it is necessary.
- Review of documents for staff recruitment and selection.
- To arrange and submit the work plan to the Field offices.
- Data collection on Field conditions, and statistics of the problem, including (Health, agriculture, Mineral Water, Road Construction etc.), analysis and categorize of the need of people.
- Collect comprehensive information from field and share with RET Management.
- Regularly monitoring of the process of Field Working and provide facility for them.
- Identify and describe the Problem available in region and make solution for it.
- To provide communication and coordination with the Donors Regarding the problems in the region.
- A detailed study of the region and share the point with HQ Office.
- Collaborate and facilitating the Field dispute solution with the people and coordinating with HQ Office on how to get the right solutions.
- Providing communication and coordination with Donors and residing in the Field,
- Establishing links and coordination between the National Solidarity Program and Region.
- Co-ordination with the World Bank (WB), and Ministry of Rural and Rehabilitation and Development.
- Evaluating the performance and functions of all staff affected by the Civil Servants Act.
- Provide monthly, quarterly, annual, and unannounced reports to competent authorities on relevant activities and achievements.
- The execution of other duties related to the duty to comply with the legislative documents submitted to it by the competent authority.
- program.

**Detailed Tasks Assigned: -**

- Participation in morning reports.
- Daily visit of patients.
- Participation in knowledge conference held by hospital.
- Preparation of monthly report ().
- Conducting of health service for OPD patients.
- Conducting of patient's treatments and service.
- Providing conference presentation according to curriculum.
- Provide curative services to patients according to BPHS.
- Obtain specialized assistance as necessary (consultation or referral)
- Share knowledge, skill and expertise with medical, midwifery and nursing students and all professional staff concerning their job requirements

01/12/2013—01/08/2014  
(VAU)/AIRD/MRRD

Senior Data Analyst Officer Venerability Analysis Unit

**Detailed Tasks Assigned:**

- Designing Databases based on the requirement for different Surveys.
- To supervise the data collection process, including devising data, management procedures, problem-solving, quality control, adjusting the coding system if necessary:
- To ensure the quality of data entered in the database is order to follow VAU standards:
- Basic Analysis of Data in statistical software
- Preparing and presenting analysis and results to clients and interacting with clients to ensure their success.
- Creating documentation for the solution and understanding the solution and determining the appropriate methodology, implementation and data requirements.
- Understanding data and using that Knowledge to provide a robust model
- To participate in technical meetings regarding impact evaluation assessments data analysis, to make presentations or initial results;
- To prepare short briefings (daily, weekly and Monthly regular reports) at the request of the Head of the VAU;
- To undertake any other relevant duties that may be assigned by the supervisor of databases manager,
- Helping with office in daily activity,

July 2010—October 2012 HR/Admin officer MSF (MÉDECINS SANS FRONTIÈRES,

**Detailed Tasks Assigned:**

- Responsible for all contacts issues of the staff;
- Maintains a proper filing system of all documents
- Accompany the administrator to meetings within relevant administrations
- Assist the administrator for recruitment and briefing of new staff

- Keep record and update the individual files of the staff;
- Assist in preparation of monthly salary sheets and tax payments;
- Follow up of domestic staff;
- Administer HR-related documentation, such as contracts of employment
- Reporting and data entry in HR software.
- Ensure the relevant HR database is up date, accurate and complies with legislation
- Assist in the recruitment process
- Set up interviews and issue relevant correspondence

April 2008 – Aug - 2008 **Team leader**

**UNAMA (JEMBS) Electoral Processes  
Balkh, Afghanistan**

**Detailed Tasks Assigned:**

- Leading the Team
- Providing the needed training and materials to the Staff
- Supervised daily activities
- Reporting to the direct manager about all activities done weekly basis.
- Supplying Materials.
- Work as acting Admin/Finance officer for the mentioned project

Feb - 2003– Mar - 2004

**English and Computer Teacher Jamal Aga girls high school,  
Kapisa Afghanistan**

**Detailed Tasks Assigned:**

- Instructing English Language from beginner up to Level 4 IRC system.
- Instructing Computer both (Hardware and Software) programs.
- Preparing and making the exam papers for students.
- Making schedule of Classes for students.

❖ **Other Skill:**

- Communication, Leadership, Management,

❖ **Computer Skill:**

- MS Window,
- MS Office (word, Excel, Access & Power point)
- Peachtree, Quick book Account Software's
- Internet and browsing Email.

**Database Packages:** MS Access

**Analytical Packages:** SPSS

#### ❖ Languages:

LANGUAGE	READING	WRITING	SPEAKING	UNDERSTANDING
DARI (Native)	Fluent	Fluent	Fluent	Excellent
PASHTO	Very good	Very good	Very good	Very good
ENGLISH	Excellent	Excellent	Very Good	Excellent
Turkish	Very Good	V good	Very Good	Excellent

#### ❖ Overview:

My work experiences in different fields, Political, Social Management, Communication, particularly, in the field of health that I had got couple of useful, practical and valuable seminars and trainings can provide me with complete fulfillment to work in mentioned field.

In fact, my working background and experience in community-based Health programs enable me to work in very tough and challenging environments.

It should be mentioned that I have been involved and have active role in medical activities in order to serve my people and to be part of reconstruction process in my homeland.

#### ❖ References:

Dr. M.Ashraf Elham

CAF Director Kabul Afghanistan

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