

**Ajmal Hamza**

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🏳 Afghan

**PROFILE SUMMARY**

A dynamic individual with a progressive career of 13 + years in the fields of communications, media monitoring, interpretation, admin & HR. Has a long track record of successfully execution of tactically operating plans and worked with some of world’s most respected organizations including IRD and USAID. I want to get hold of a challenging position in a professional arena that offers potential for personal and organizational growth where I can show my talent and enhance my skills with full integrity and zest.

**EMPLOYMENT HISTORY**

**Atmospheric Reporting Specialist**

**Sayara Strategies/CVE StratComs; Kabul, Afghanistan** *May 2014 – Present*

* Seek out atmospheric stories, rumors, press and social media releases.
* Write and edit reports and other forms of internal and external communications.
* Initiate questionnaires and opinion polls with the help of atmospheric reporters.
* Develop queries to extract data on department needs. Testing reports and using problem-solving skills to determine problems’ root cause and suggest solutions with communication response.
* Monitor and evaluate daily activities of Strategic Communication Advisors with the help of Atmospheric Reporters.
* Any other task assigned by the supervisor.

**Regional Network Officer**

**Sayara Strategies; Kabul, Afghanistan** *Dec 2012 – May 2014*

* Coordinated different project related tasks with Regional Coordinators and other field staff across the country by taking on board equality issues at all times in relation to the role.
* Was responsible for the management and control of field related procurement and hiring of new employees in assistance of Regional Network Manager.
* Monitored activities and ensured effective communication between the region and its members/potential members.
* Created budgets and handled all finance related issues.

**Strategic Communication Advisor**

**Sayara Strategies; Sayedabad, Wardak, Afghanistan** *July 2011- Nov 2011*

* Was advising district government on implementing a communications strategy that aimed to improve relation between people and district government.
* Facilitated outreach events in the district center and villages.
* Facilitated site visits for DG and other district government officials.
* Developed strategies and plans to achieve the stated goals of the organization.
* Identified and mitigate challenges and obstacles that were preventing successful implementation of the program.
* Prepared detailed reports in accordance to the implementing organization guidelines and policy.

**Media Monitoring Officer**

**USAID—AVIPA/IRD; Kabul, Afghanistan** *Oct 2009 – July 2011*

* Responsible for media monitoring and ensuring that all monitoring databases are updated on a daily basis.
* Administered the company’s media monitoring service and supported the publicists in their work.
* Liaised with the press officers to produce daily media monitoring report and distribute them to senior staff.
* Any other task assigned by the supervisor.

**Admin/Media Affairs Assistant**

**AINA Media and Cultural Center; Kabul, Afghanistan** *Jan 2007 - Dec 2007*

* Assisted media office in the field of local media and social event such as press conferences, social gatherings, photo exhibitions and local media follow-up.
* Was responsible for the distribution of Aina Media Center Publications.
* Monitored media enquiries and ensured that media database is updated on a daily basis.
* Monitored and tracked media coverage relevant to most read issues of the day.
* Selected and archive suitable photographs for the monthly newsletter of AINA Center.

**PART-TIME EMPLOYMENT EXPERIENCE**

* **Admin Assistant, Regent Construction Company; Kabul, Afghanistan** *Jan 2008 – Oct 2009*
* **Interpreter, Hewad Construction Company, Kabul, Afghanistan**  Sept 2005 – Dec 2006

**TECHNICAL SKILLS**

**Tools:** MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet.

**Platforms:** Win XP, Win Vista and Win sev7n.

**Trainings:** Good governance ◼ Media Challenges ◼ Human Rights ◼ Communication ◼ Culture

**LANGUAGES**

Pashto, Dari, English

**EDUCATION**

**Bachelor of Law (LLB)**

Gawharshad University, Kabul, Afghanistan *2013-2017*

**DEL (Diploma in English Language)**

Muslim English Language Center, Kabul, Afghanistan *2008-2010*

**REFERENCES**

**Sahar Mohammad**

Senior Program Manager; Sayara Strategies, Kabul, Afghanistan

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**Rahmatullah Kawsar**

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