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| **Khalid Sadat** |
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**Personal Information:**

Name: Sayed Khalid Sadat

Place of Birth: Kabul, Afghanistan

Sex: Male

Date of birth: 11 Mar 1992

**Education:**

2018 M. A in World Politics and International Relations, University of Pavia-Italy, Ongoing

2016 B. A in Political Sciences and International Relationships (BPS/IR) Kateb University

2015 Have joined Training about Sales and Marketing Management in PAHNA Group

granted by USAID.

2010 Diploma in Information Technology (DIT) Sunshine Institute of Higher Education.

2009 Diploma in English language (DEL) Azeraksh English language & computer center.

**Work Experience**

**UNV/UNDP EGEMA Project \_\_\_ \_\_15, Oct 2017– 20, Oct 2018**

**Network Coordinator – Gender Campaign**

* Work with the Ministry of Information and Culture to mobilize and organize youth volunteer networks for Gender Caravans
* Assist in the development of advocacy campaign materials and training workshop for Caravan team leaders;
* Coordinate all Caravan activities with the Volunteer Network Coordinators to ensure planning, reporting and budgeting are
* undertaken in a timely, professional and efficient manner and submitted to EGEMA Programme Manager for her/his approval;
* Liaise and coordinate messaging with UNDP Gender Specialist, Ministry of Women Affairs and the Ministry of Hajj and Religious affairs
* Work with Caravan team to develop advocacy materials for campaigning strategies with and under cooperation with media institution, mullah and government ministries
* Identify and develop partnerships with media institutions at the national and sub-national levels for advocacy campaigns.
* Set up and support monitoring and evaluation mechanisms for advocacy campaigns, implementation rate and success at the provincial level of Gender Caravan activities.
* Assist with updating of the EGEMA/MOWA Annual Work plan on gender mainstreaming;
* Convene whenever necessary meetings to review the progress of Gender Caravan activities at provincial level
* Keep abreast of sectoral needs, evolving conditions and challenges and priorities at the provincial level;
* When working with (including supervising) national staff or (non-)governmental counterparts, including Implementing Partners
* (IPs), the incumbent is strongly encouraged to set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training;
* Any other related duties as may be required.

**Net links ICT Solutions (MOD \_\_\_\_\_Aug 2016 –-Aug 2017**

**Training Officer**

* Provide assistance in compiling workshop reports, financial reports, and meeting minutes; in organizing meetings, workshops, and specialized training
* Design and expand training and development programmers based on the needs of the organization and the individual
* Facilitating the development and operationalization of specific project plans, which includes organizational structure and position requirements
* work in a team to produce programs that are satisfactory to all relevant parties in an organization, such as line managers, accountants and senior managers at board level
* consider the costs of the planned program and keep within budgets as assessing the return on investment of any training or development program is becoming increasingly important
* manage the delivery of training and development programs and, in a more senior role, devise a training strategy for the organization
* monitor and review the progress of trainees through questionnaires and discussions with managers
* ensure that statutory training requirements are met
* evaluate training and development programs
* Amend and revise the programs as necessary, in order to adapt to changes occurring in the work environment
* helpline managers and trainers solve specific training problems, either on a one-to-one basis or in groups
* keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses

**MRRD UNHCR/OSDR Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mar 2014 – Feb 2015**

**Gender Assistant**

* Perform top-level administrative duties in support of the CEO – this includes making training arrangements
* Actively collaborate with the Training department and wider functions in respect of the system
* Provide support to the Head of Gender to support the MRRD Gender department.
* Assist the Gender specialist to Contribute to the implementation of the activities towards gender mainstreaming in the MRRD and support Ministry in conducting gender analysis for the projects and develop gender tools, frameworks, guidelines, and monitoring systems;
* Assist to Carry out an assessment of existing capacity among the female staff in the Ministry and prepare strategies for their capacity enhancement
* Develop knowledge sharing products and participate in advocacy initiatives;
* Assist to Organize and contribute to workshops on gender mainstreaming issues for Ministry staff and partners;
* Assist the Gender Department in its role as a focal point for the gender development issues and in preparing gender-related reports;
* Assist the gender specialist to Identify and document gender issues related to the natural resources sector and alternative livelihoods for women in project areas;
* Carry out activities for the mainstreaming gender issues in the different projects of the Ministry;
* Assist the gender specialist to Coordinate with stakeholders Government as well as civil society.

**Etisalat Telecommunications Company\_\_ \_ \_\_Feb-2011-Feb-2013**

**Training Assistant**

* Communicate with the Unit Training Staff and identify bugs with their Unit Training Plan.
* submitting a request for Training of Staff to the Training Officer for approval.
* Oversee the implementation of updates in the background by working with members of the unit
* Release Version Updates to Unit Training Plans as required, ensuring that they are
* released using a switchover process to ensure seamless transition from the previous
* version.
* Conduct version updates privately, ensuring that no information regarding the update
* is revealed prior to its release to anybody not authorized to know by the Training manager
* Promote through the forums and other means the importance of cadets submitting
* Facilitating Training for all Etisalat Customer service staff
* Arranging appointment and meeting for operation manager
* Administrative support to conferences, workshops staff those they join new training.

**Languages:** Able to fluently communicate in English; speaking, understanding, reading and writing, a basic working knowledge of Italian language as well and I can communicate very well in other local languages Dari, Pashto, Urdu

**Computer:** MS Office, Internet, Outlook, Hardware (Basic), Networking (Basic)

**References:**

**References will be provided upon request if needed**