**BELAL NOORY**

linkedin.com/in/belal-noory

[belalnoory2@gmail.com](mailto:belalnoory2@gmail.com)

+93 748238209

Kabul, AFG

**SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| • | Project Management | • | Technical Troubleshooting |  |
| • | Database Development |  |
| • | Software Development |  |
| • | Technical Instruction |  |
| • | Front-end Development |  |
| • | Time management |  |
| • | Back-end Development |  |
| • | Flexibility |  |
| • | Mobile Development |  |
|  |  |  |

**EXPERINCE**

06/2023 – Present

**DTM Project Assistant (Database), IOM, Kabul**

* Develop, implement, and administer database information systems to gather and process information required for DTM implementation, using industry-standard design principles and patterns to attain high re-usability and maintainability.
* Support the reporting and analysis of data by creating database structures and views for end-user interfaces.
* Verify the information and accuracy of the data in the system and ensure that figures entered into the system are the same as captured on the forms during the field assessments, by supporting the automation of data validation mechanisms. Communicate results to the DTM Team Leaders and coordinate with the Data Entry Clerks to solve the identified issues.
* Participate in the revision of the tools and the development of forms using KOBO Toolbox.
* Develop and implement proper backup, restore, data validation, and security procedures to ensure data integrity and availability.
* Visit field offices to provide supportive supervision and training of the data entry clerks to ensure the quality of data entered into IOM databases.
* Ensure adherence to data protection policies following procedures put in place for requests for data changes, access and general database use.
* Other tasks assigned by the line manager.

01/2023 – 06/2023

**Vocational Training Officer, ADWSO, Kunduz**

* Conduct regular field visit of activities and feed information to the Project Manager & relevant deportment team for improvement of activity implementation and provide feedback to the concerned project/field supervisor on overall activities.
* Report Daily/weekly/monthly bases of progress of project activities to the Field/Project supervisor & relevant deportment.
* Collect project results data to feed in communication with project stakeholders.
* Assist in data entry in case of need & ensure effective data management for the project.
* Other job-related tasks assigned by line manager and in consultation with project manager/supervisor, as needed
* Ensure proper M&R system is applied at the field level.

* Analytical reports timely prepared to assist in decision making at the field level.

05/10/2021 – 08/2022

**Database Officer, ACTED, Mazar-e-Sharif**

* Sourcing missing data and organizing it into usable formats.
* Enhancing the data collection process by applying data processing, cleansing & verifying.
* Preparing reports and visualizations of data for executive and project teams.

01/01/2021 – 06/30/2022

**Website Developer - Remote, JUST FOR AFGHAN CAPACITY AND KNOWLEDGE – JACK,**

* Website and software application designing, building, and maintaining.
* Conferring with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.
* Developing or validating test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types.
* Editing, writing, or designing Website content, and directing team members who produce content.
* Determining user needs by analyzing technical requirements.

01/01/2021 – 09/30/2021

**Computer Science Lecturer, SHARQ UNIVERSITY, Kabul**

* Planned lectures, prepared extra learning materials, and supervised around 15-20 students per class.
* Instructed C++, JAVA, HTML, CSS, JavaScript, PHP, Data warehouse, and Data Mining.

06/01/2020 – 12/30/2020

**Admin and Finance Officer, JUST FOR AFGHAN CAPACITY AND KNOWLEDGE – JACK, Kunduz**

* Managed financial issues of the projects including budget planning, cash, and petty management.
* Vouchered financial documents, and developed paper-based and computer-based filing.
* Office management, arranged appointments, meetings, conferences, organized travel, and accommodations.
* Prepared staff’s monthly payrolls and timesheets.
* Participated in the project planning process and prepared monthly project progress report.
* Preparing monthly budgets, project progress, staff performance, monthly procurement.

11/01/2019 – 02/30/2020

**ELECTRONIC MEDICAL RECORDS – EMR Officer, MEDECINS SANS FRONTIERES – MSF, Kunduz**

* Conducted 8 sessions of 15 participants per session to use EMR system effectively.
* Configured the EMR system by collecting, analyzing data from doctors and nurses.
* Turned requirements into SQL queries and pass them to EMR system to work as expected.
* Developed SOP (Standard Operation Procedures) for the using of EMR system.

04/01/2019 – 08/30/2019

**School Teacher, HANDS INTERNATIONAL – MHI, Kabul**

* Improved and issued educational content including notes, tests, and assignments.
* Supervised classes to ensure all students are learning in a safe and productive environment.
* Organized resources for lectures and presentations, planes and implements educational activities and events.

01/01/2017 – 12/30/2018

**Database Developer, AFGHAN ENGINEERING CONSULTING COMPANY, Kabul**

* Led the development of database of the Firm and updates their records daily.
* Developed company portfolio website, financial management system, and project management.
* Technologies used in the development HTML, CSS, JavaScript, jQuery, Ajax, PHP, Nodejs, and Reactjs.

06/01/2016 – 12/30/2016

**Software Development Lecturer, TECHBOX ACADEMY, Kabul**

* Instructed Programming Concept, Programming with Java, database concepts, ICT project management, font-end development, back-end development and mobile application development.
* Familiarized students with most advanced software, website and mobile development techniques, develops a real software, website or mobile application for students to encourage them work further more.

01/01/2016 – 06/30/2016

**IT TECHNICIAN, SHARQ UNIVERSITY, Kabul**

* Managed all the telecommunication issues and provided IT help desk support to all stuff.
* Installed, configured, tested, maintained, monitored, and troubleshooted end-user workstation hardware, networked peripheral devices, and networking hardware products including scanners, printers and telephones.

**VOLUNTEERISM**

01/01/2012 – 07/30/2013

**Volunteer Teacher, LEARNING CENTER, Kunduz**

* Issued educational content including notes, tests, and assignments, supervised classes to ensure all students are learning in a safe and productive environment.
* Organized supplies, and resources for lectures and presentations.

**EDUCATION**

2015/2018

**Bachelor of computer science, SHARQ University, Kabul**

* Cumulative GPA: 3.47/4.0

2002/2014

**High school, Ghazi Khan High School, Kunduz**

* General Studies

07/2021

**Peacebuilding Micro provided by United states institute of peace.**

26/03/2023 – 31/03/2023

**Child Protection, Case Management, and Social worker workshop at ADWSO**

* Child Protection
* Children Rights
* Children Case Management
* Case Management Forms
* Social Worker responsibilities and rules

06/2023

**Prevention of Sexual Exploitation and Abuse provided by UNHCR - The UN Refugee Agency.**

**Safeguarding provided by CTG.**

**PROJECTS**

01/2021 – 03/2021

**Developed Online Recruitment System for COAR NGO**

**Technologies Used**: HTML, CSS, JavaScript, jQuery, Bootstrap, SQL Server, and PHP**.** 03/2021 – 07/2021

**Developed E- Learning Management System for SHARQ university.**

**Technologies Used**: HTML, CSS, JavaScript, Reactjs, Nodejs, SQL Server**.**

08/2021 – 10/2021

**Developed a website for JACK NGO**

**Technologies Used**: HTML, CSS, JavaScript, jQuery, Bootstrap, MYSQL, and PHP.

10/2021 – 12/2021

**Developed a website for AASSAA NGO**

**Technologies Used**: HTML, CSS, JavaScript, jQuery, Bootstrap, MYSQL, and PHP.

**ADDITIONAL**

**Languages:** Pashto (Native), Persian (Fluent), English (Fluent)

**Technical:** Windows all versions, Microsoft Office all versions, Nodejs, Reacts ASP.net, PHP, HTML, CSS, and JavaScript, Relational Database Management Systems (RDBMS), SQL Server all versions, MYSQL, Microsoft Visual C#, Java, C++, and Android Apps using Java.

**REFERENCES**

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| --- | --- | --- |
| **RAMSSES “DENORRE”** | **DR. HASHAM “SAFAR”** | **EHSANULLAH “LODIN”** |
| LINE MANAGER, | PROJECT MANAGER, JACK | CHANCELORE, SHARQ |
| MEDECINS SANS FRONTIERES | +93 744 990 143 | UNIVERSITY |
| (MSF) | +93 787 047 554 | +93 786 452 464 |
| +32 474 68 61 21 | Dr.safar@jack.ngo | [Ehsanullah.lodin89@gmail.com](mailto:Ehsanullah.lodin89@gmail.com) |
| [ramses.de.norre@brussels.msf.org](mailto:ramses.de.norre@brussels.msf.org) | [Dr.safar@yahoo.com](mailto:Dr.safar@yahoo.com) |  |