

Mohd Abraham Mamood

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PROFESSIONAL SUMMARY

Experienced professional with 12+ years of diverse background in program development and project management in the most complex environment. Highly skilled in planning, organizing and implementing projects that address needs of vulnerable communities in humanitarian, development and nexus continuum.

SUMMARY OF QUALIFICATIONS

- Experienced nonprofit leader with 12+ years specializing in project coordination and management.
 - Master of Business Administration (MBA) and Bachelor of Arts in Economics (BA)
 - Fluent in English, Pashto, Dari/Persian; basic proficiency in Urdu/Hindi
 - Proficient in computer skills including software installation, MS Office suite, spreadsheet utilization, data entry, and data analysis
 - Designed and implemented numerous successful projects, excelled in donor relations, and enhanced organizational development through strategic initiatives and effective leadership.
 - My meticulous attention to detail ensures accurate execution, enhancing efficiency and reliability in service delivery within the organization.
 - Dedicated team player with a passion for assisting vulnerable populations, consistently meeting deadlines through hard work, dedication, and focused commitment to achieving organizational goals.
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CAREER EXPERIENCE

Nov 2017 to May 2023
Kabul, Afghanistan

Deputy Director, Training Human Rights Association for Afghan Women (THRA)

I have advanced the organization's mission. Through strategic leadership, I enhanced the capacity of targeted CSOs and implemented effective organizational strategies and policies. I oversaw and coordinated diverse departments, ensuring seamless operations and fostering strong relationships with executive staff, local government, donors, and stakeholders. Developed project proposals and programs and implemented projects to best meet clients' needs.

Oct 2020 to Sep 2022
Kunar, Afghanistan

Project Manager, Future Generations – Afghanistan

Successfully led and managed six projects in provision of emergency humanitarian assistance to the affected people, in partnership with FAO of the UN. Supervised projects' teams and verified data collected through the beneficiaries' profile survey. Coordinated and mobilized stakeholders and utilized their support in the successful projects implementation. Designed project proposals, arranged budget and developed reports of survey, distributions and project completion.

Aug 2016 to Oct 2017
Nangarhar, Afghanistan

Project Assistant, United Nations Mine Action Services (UNMAS)- CTG.

Supervised and monitored surveyors and verified quality of the data collected for war civilian victims, and assisted thousands of beneficiaries through provision of immediate assistance packages, economic reintegration support, psychosocial counselling and physiotherapy services. Coordinated with stakeholders i.e. donor (USAID), local government, community based councils and beneficiaries.

Oct 2012 to Jul 2016
Nangarhar, Afghanistan

Program Manager, Regional Manager, Project Manager (joint role) Training Human Rights Association for Afghan Women (THRA)

Strengthened capacity of the target 20 CSOs through providing technical assistance, mentorship and 30 trainings. Participated in developing project proposals. Managed the provincial and district level advocacy networks. Managed

re-granting to 12 CSOs. Involved with the planning, controlling and monitoring, and directed the assigned projects' resources to best meet project objectives. Directed, supervised and supported the projects teams and successfully implemented projects in women's rights, gender equality, civic education, democratic participation, capacity building, promoting civil society, income generation etc.

Jan 2012 to Oct 2012
Nangarhar, Afghanistan

Program Manager, Humanitarian Organization for Advocacy and Development (HOAD).

Participated in program design, planning, monitoring, and reporting. Developed and maintained a constructive dialogue with different groups of stakeholders. Took leadership in team and capacity building activities; contributed to a positive, flexible, equitable, and professional working environment. Led resource mobilization which secured expansion of program funding, e.g., developed concept notes and proposals; maintained relation and correspondence with donors. Promoted institutional goals, and worked closely with team.

Jan 2011 to Nov 2011
Kunar, Afghanistan

Log, Admin/Distribution Officer Assistant (joint role), International Organization for Migration (IOM)

Worked in a joint role and undertook duties of logistics, administration and distribution of the provincial office. Arranged distribution events and updated files of the office and the warehouse in proper archives. Assisted especially in matters directly connected with distribution of goods to the war affected civilian beneficiaries and all aspects of IOM activities related to the management of the warehouse. Supervised performance, daily presence and leave of Warehouse staff.

June 2010 to Dec 2010
Nangarhar, Afghanistan

Program Manager, Sound Humanitarian, Participatory and Organizational Up-lift (SHPOUL)

Planned and designed the program and monitored its progress, resolved issues and initiated appropriate corrective actions. Ensured quality assurance and the overall integrity of the program. Managed the program's budget, monitored expenditure and costs against delivered and realized benefits as the program progressed. Coordinated cross-project activities. Participated in proposal development and deciding on suitable strategies and objectives.

E D U C A T I O N

Mar 2015 to Dec 2017
Distance learning

Masters in Business Administration (MBA)

Indian School of Business Management and Administration (**ISBM**)- India. Dual specializations in Project Management and Public Administration

Jul 2007 to May 2010
Pune, India

Bachelors of Arts in Economics (BA)

University of Pune – through ICCR scholarship (held 1st position with distinction)

May 2009 to Apr 2010
Pune, India

Complete Business Accountant (CBA)

Indian Institute of Job Oriented Training (IIJT)

May 2009 to Apr 2010
Pune, India

Diploma Course in Graphics and Automation (DCGA)

DISHA Computer Institute

Jul 2007 to May 2009
Pune, India

Environmental Awareness Program

Indian Maritime Foundation and Ocean Conservancy