



Sabur Shah DawodZai

Date of birth: 14/08/1994 | **Nationality:** Afghan, Polish | **Gender:** Male |

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● WORK EXPERIENCE

28/11/2022 – CURRENT Warsaw, Poland

PROJECT ASSISTANT, COMMUNICATIONS IOM POLAND

1. Assist with communications activities in an assigned area or areas, such as case consultation, the information center, and public affairs.
2. Assist in providing efficient and effective case consultation services for individuals who appear in person at RSC Eurasia, by providing efficient, effective, accurate, clear, and courteous information to individuals during case consultation.
3. Provide information to individuals through the RSC EURASIA information center, ensuring that all communication is undertaken by phone, email, website(s), and other technological means and, if relevant, in person, is efficient, effective, accurate, clear, and courteous. Assist in verifying that the information provided by the RSC Eurasia information center is up to date, relevant, and accessible to all persons, including at-risk individuals, and that the staff members providing the information are adequately trained.
4. In close coordination with supervisors, as requested, assist with activities related to public affairs, including, as assigned, assisting with producing and distributing materials for individuals served by RSC Eurasia, RSC management, IOM, partners, and donors, including print, audio, visual, and online materials.
5. Update START as needed with communications-related content.
6. Undertake quality checks (QC) of communications-related data in START and other communications tools such as email systems as directed by Communications team members or supervisors. Proactively bring to the attention of supervisors communications-related backlogs or other issues.
7. Provide regular reports on the work being accomplished to the Project Focal Point, Communications, and/or supervisors and team members.
8. Undertake duty travel as needed to participate in meetings or training.
9. Demonstrate an in-depth understanding of the USRAP, SOPs, and START and the ability to remain professional, impartial, and unbiased during all interactions with applicants and colleagues.
10. Maintain the confidentiality and integrity of all RSC-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert the Project Focal Point or RSC management of any non-compliance to SOPs or codes of conduct by RSC staff members.
11. Provide professional interpretation services during USCIS interviews to ensure effective communication between USCIS officers and Applicants.
12. Assist in coordinating and preparing pre-screening interviews, ensuring all necessary documentation is complete.
13. Active TDYer.

11/07/2020 – 01/02/2021 Afghanistan

MEDIA ADVISOR DEPUTY MINISTER OF INTERIOR AFFAIRS

1. Gives advice to the Deputy Minister of Interior Affairs on all Communications matters.
2. Representing the views of the Deputy Minister to the media.
3. Handle media inquiries, and write media releases, opinion pieces, and briefing notes. Also, organize media conferences and launches.
4. Preparing materials for all social media of the deputy minister and handling the social media accounts.
5. Compile media coverage reports and monitor media activities to identify issues.
6. Manage and maintain key working relationships with relevant journalists, writers and specialist reporters across all channels and mediums.
7. Other duties are appropriate within the scope of the Media Advisor role.

01/01/2019 – 01/10/2019 Kabul, Afghanistan

TECHNICAL ADVISOR INDEPENDENT ELECTION COMMISSION

1. Advice and expertise on the electoral process;
2. Manage, supervise and coordinate the IEC staff, including experts, consultants, and local staff from a technical and administrative perspective.
3. Give advice to the Election commissioners regarding the electoral process supervision.
4. Audit the Vote process after elections.
5. Supporting coordination with other donors, experts, civil society and community organizations; and host governments in technical areas

01/04/2017 – 30/03/2018 Kabul, Afghanistan

IT OFFICER AFGHAN YOUTH SERVICE ORGANIZATION

1. Provide IT-related technical support in computing, computer network hardware, software (System & Application), Server management, Networking, Printer/Scanners/Photocopiers (another officer's Equipment) installation, and sharing on Network, by Providing daily support for computer network users.
2. Troubleshooting Network and Hardware problems of CCTV and DVR.
3. Manage all staff computers and e-mail/Data back-ups on monthly basis, clean all unnecessary data such as movies, videos, and music that are not properly filed in a unique file under "Personal data".
4. Manage the office's telecommunication costs.
5. Repair and Maintenance of all IT-related equipment (Laptop, Printer, Desktop, etc.).
6. Setting up new users' accounts and dealing with password issues.

01/02/2016 – 01/12/2016 Nangarhar, Afghanistan

IT ASSISTANT MINISTRY OF TELE COMMUNICATION AND INFORMATION TECHNOLOGY

1. Arranging Meeting minutes and arranging other preliminary tasks for them and counseling with all Communication Technology of Afghanistan.
2. App Trouble shooting and apps management in coordination with the Project Coordinator.
3. Install and configure computer systems, diagnose hardware and software faults, and solve technical and application problems.
4. Ensure system backup system is in place and assuring user data security.
5. Maintain accurately and updated IT equipment inventory.
6. Regular field visits to support field staff in troubleshooting the IT systems
7. Regularly monitor and maintain computer systems and networks devices

01/04/2018 – 30/12/2018 Afghanistan

CENTRAL ASIA OPERATION ADVISOR NAIFA MARUF FOUNDATION

1. Position: **NMF Operations Advisor** for Central Asia
2. Represent **NMF** to all concerned in CO to run the NMF mission.
3. Program Management, both development, and implementation.
4. Operations/Support Management; Finance, HR, and Administration.
5. Supervise staff and ensure **NMF** rules/regulations are followed.
6. Internal control of resources and accountability for all NMF resources.
7. Monitoring, evaluating, and reporting to **NMF** management and all.

● **EDUCATION AND TRAINING**

01/11/2023 – CURRENT Warsaw, Poland

EXECUTIVE DIPLOMA, THE ART OF DIPLOMACY & INTERNATIONAL ORGANIZATIONS

European Academy of Diplomacy

Website <https://diplomats.pl/>

06/06/2023 – 23/06/2023 Remote, United States

FELLOWSHIP Every Women Treaty

- Completed the Indira Gandhi Fellowship, a program aimed at promoting women's rights and combating violence against women.

- Engaged in intensive training sessions, workshops, and discussions on various aspects of gender equality, diplomacy, and advocacy.
- Collaborated with experts and fellow participants to develop innovative strategies for advancing women's rights globally.
- Conducted research on key issues related to women's empowerment and made significant contributions to policy discussions within the fellowship.
- Actively participated in community outreach programs to raise awareness about gender-based violence and promote gender equality.

Website <https://everywoman.org/>

01/11/2013 – 01/11/2017 Nangarhar, Afghanistan

BACHELOR IN COMPUTER SCIENCE Khurasan University

Website <http://www.khurasan.edu.af/>

01/01/2014 – 01/01/2015 Nangarhar, Afghanistan

DIPLOMA IN ENGLISH LANGUAGE (DEL) Khurasan University

Website <http://www.khurasan.edu.af/>

01/01/2016 – 01/05/2016 Nangarhar, Afghanistan

JOB ORIENTED ADVANCE IT TRAINING Ministry of communication and Information Technology - MCIT

01/01/2012 – 01/12/2012 Nangarhar, Afghanistan

MICROSOFT OFFICE USER SPECIALIST-MOUS Zia institute of Management and Computer Science-ZICS

01/01/2012 – 01/04/2012 Nangarhar, Afghanistan

FINANCIAL ACCOUNTING Zia institute of Management and Computer Science-ZICS

01/10/2012 – 01/12/2012 Nangarhar, Afghanistan

QUICK BOOKS Zia institute of Management and Computer Science-ZICS

28/11/2022 – CURRENT Warsaw, Poland

IOM TRAININGS 23+ International Organization for Migration IOM Poland

Website <https://poland.iom.int/>

● LANGUAGE SKILLS

Mother tongue(s): **PASHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
PERSIAN / DARI	C2	C2	C2	C2	C2
URDU / HINDI	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Java (Junior) | C++ | HTML5/CSS, Javascript | PHP Language | Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google | Desktop management | IT Troubleshooting | Social media | Adobe Photoshop

● **ADDITIONAL INFORMATION**

HONOURS AND AWARDS

World Peace Award | Sweden 2022

BOOKS for PEACE International Special Award Recipient | Italy 2022

Guest of Honour Trophy, Uthan Youth Parliament | India 2019

Best Performer Momento, Uthan Youth Parliament | India 2019

Best Male Coordinator Award, International Youth Summit | Bangladesh 2018

Appreciation Award, Independence Election Commission of Afghanistan, 2020 (for technical and hardworking contributions)

TRAVEL EXPERIENCE:

2015-2020:

- Pakistan, India, Nepal, Bangladesh

2021-Current:

- Czech Republic, Germany, Denmark, Sweden, Finland, Belgium, Qatar, Oman, Austria, Albania, and North Macedonia.
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I hereby declare that the information provided above is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in the rejection of my application or termination of employment if hired.

Sabur Shah DawodZai

Warsaw, Poland , 11/12/2023

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