

Curriculum Vitae

Personal Information:

Name: Madiha Rahimi
Father name: Abdullah
Nationality: Afghan
Gender: Female

Professional Work Experience:

Finance Assistant at Luminus Network **November 2022 – 2023**

Providing comprehensive support to the finance team, fulfilling day-to-day departmental needs with diligence and accuracy. My responsibilities encompassed time entry and payroll management, ensuring smooth grant applications, budgeting, reporting, and audit processes. Adeptly handled various office administrative tasks, including the reconciliation and coding of bills and invoices, as well as assisting in billing and fund collection. Efficiently managing the accounting and tracking systems for accounts payable and accounts receivable, while also maintaining vendor files and supporting the booking department through meticulous reporting and data entry. Additionally, assisting in managing outsourced vendors and consultants, such as IT services, and taking charge of office equipment, material, and supplies. Working and assisting closely with the CEO, COO, and staff to develop Luminus' annual budget and actively coordinated and assisted external auditors during their audit fieldwork.

WASH Officer at UNICEF **September 2020 – Jan 2022**

Leading the assessment and development of project designs and work plans.
Supports in program monitoring project interventions, including end user monitoring.
Coordinating training and building capacity of partners and local stakeholders.
Support in generating periodic and timely reports on project interventions, both regular development program and humanitarian response.
Undertake field visits and prepare monitoring reports of the visited project sites and submit on timely manner
Provide coordination roles to the regional/provincial project clusters and emergency response to vulnerable people.

Operation specialist at SIYB
August 2019 – September 2020

Overall responsible for providing support in the day-to-day delivery of the projects and related operational activities. Assisted with the ongoing project management, tracking progress, and resolving issues, and ensuring all donor reports are clear, accurate, and submitted in a timely manner. Provided support and oversight to monthly and quarterly budget. Administered and organized projects while working closely with the technical team to prepare comprehensive project schedules and project plans. Organized and facilitated meetings producing actions and meeting minutes and maintaining project documentation and other administrative tasks. And undertook project tasks as required, create project management calendar for fulfilling each goal and objective. Ensures that all projects are complete on time and meet high-quality standards, through monitoring project progress, conducting quality assurance and handling any issues that arise.

ENGINEER at NRB (North River Basin)
March 2019 – August 2019

Overall responsible for provision of technical assistance for Water Resource Development in Northern Afghanistan and Its Implications for Amu Darya Basin. Capacitate governmental engineers through conducting schematic, GIS, ARC map and project management trainings. Prepare, review, and update environmental investigation reports. Design projects that lead to environmental protection, such as water reclamation facilities or air pollution control systems. Obtain, update, and maintain plans and permits.

Preparing regular progress report for donor and implementation partners. Assisting engineering team in underground water management, design and development of hygienic drinking water supply projects and networking. Undertake CBA (cost benefit analysis) of the projects.

Administrative specialist at AREDP (Part time)
August 2018 – March 2019

Assisted with scheduling and calendaring meetings, manage incoming and outgoing mail, managing ordering of office and meeting supplies. Supported Executive Director as needed with all administrative tasks. Prepared logistics and materials for Board of Directors meetings, drafting Board Meeting minutes. Supported Program Manager & Development Director with monthly reconciliation.

ENGINEER at MAZAR-E-SHARIF MUNICIPALITY

April 2018 – Oct 2019

Performed engineering duties within Mazar municipality, including planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, bridges, irrigation projects, and waste disposal units. Responsible for architectural, structural, traffic, and geo-technical engineers. Analyzed survey reports, maps, drawings, blueprints, aerial photography implementation and geologic data to plan projects. Computing load and grade requirements, water flow rates, and material stress factors to determine design specifications. Inspecting project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards. Estimated quantities and cost of materials, equipment, or labor to determine project feasibility. Tested soils and materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel. Provided technical advice regarding design, construction, or program modifications and structural repairs to municipal contractors.

Educations and Trainings:

Attended HACT training at UNICEF.

Attended theory of change training at UNICEF.

Bachelor's degree from Balkh University.

Graduated from Fatima Balkhi High School

Graduated from Silk Road English Language Center

Attended Civil engineering especial trainings, held by UNOPS

Attended woman empowerment and woman in economics (WIE) especial trainings, held by UNOPS.

Attended three months business and administrative courses at LLC.

Computer Skills:

Microsoft Office package

MIS

AUTOCAD

GIS

3D Max

Internet tools and basic IT

Language Skills:

English

Dari/ Farsi/ Persian

Pashto

Urdu

Hindi

