

# Idrees Zaman

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Kabul AFGHANISTAN  
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## Personal Bio Data

Date of birth: 1975  
Place of birth: Kabul  
Marital Status: Married  
nationality: Afghan

## SUMMARY

- Experienced and skilled in management, planning, and fundraising of development projects
- Years of training and experience in accounting and financial management
- Training and experience of dealing in conflict and crisis situations
- Ability to work and live in challenging conditions
- Vast study of history, politics and international affairs
- Deep knowledge and study of Afghanistan's history and political dynamics
- Analytical thinking and approach
- Excellent English and Dari writing skills
- Ability to design research questions
- Training in analysing and writing up research data and case studies
- Experience in literature review of a research theme
- 12 years experience in Program and Program Support areas

## EDUCATION

Year	Establishment	Results
1998	<b>Preston University</b> of Wyoming, Peshawar Campus, Pakistan	<b>Master of Business Administration (MBA)</b> Specializing in Financial Management
1994	<b>Islamia College, Peshawar University,</b> Pakistan	<b>Bachelor of Arts (BA)</b> Majoring in Political Science and History of Sub-continent

## EXPERIENCE

- **Research & Advocacy Manager** Cooperation for Peace & Unity CPAU, June 2006 - present
- **Freelance Consultant** September 2004, May 2006
- **Finance Director** Agency for Rehab. & Energy-conservation in Afgh. (AREA) 2002-2004
- **Finance Manager** Agency for Rehab. & Energy-conservation in Afgh. (AREA) 2000-2002
- **Asst. Finance Manager** Agency for Rehab. & Energy-conservation in Afgh. (AREA) 1997-2000
- **Accountant** Agency for Rehab. & Energy-conservation in Afgh. (AREA) 1995-1997

## VOLUNTEER WORK

- **Internee** Agency for Rehab. & Energy-conservation in Afgh. (AREA) 1994-1995

## SEMINARS AND WORKSHOPS

September 10, to 14, 1995, International Rescue Committee, Pakistan

### Certificate Course

IRC organized this course titled Record Keeping. In this course different methods and ways of efficient record keeping was discussed.

June 11 to September 16, 1996, Institute of Management Studies, Peshawar University

### Certificate Course

This Novib funded course, titled Planning and Management of Development Projects covered the following disciplines:

Human Resources Development, Economics, Planning, Finance, Monitoring & Evaluation, Management

July 1 to September 15, 1997, Pakistan

**Certificate Course**

This twelve-week course title master Financial Course was funded jointly by Canadian High Commission in Islamabad and Royal Netherlands Embassy. The course covered the following topics:

- Bookkeeping and Accounting
- Budget Preparation
- Reporting in different Currencies
- Computerized Accounting
- Budgetary Variance Analysis
- Advanced Problems in Accounting and Finance

November 1 to 27, 1997 British Council Peshawar

**Certificate Course**

This 30 hour course was an IELTS preparatory program

October 18 to 22, 1999 IMA International, UK

**Certificate Course**

A one week course titled *Advanced Communications Skills* held by a Brighton based British training institution IMA international

**Research Methodology Workshop 19<sup>th</sup> – 24<sup>th</sup> June 2006**

Conducted by Kristian Berg Harpviken, Deputy Director and Senior Researcher, PRIO, International Research Institute, Oslo, Norway [www.prio.no](http://www.prio.no)

**Research Methodologies, from Analysis to Writing October 18 – 20, 2006**

Conducted by Kristian Berg Harpviken, Deputy Director and Senior Researcher, PRIO, International Research Institute, Oslo, Norway [www.prio.no](http://www.prio.no)

**3- days Workshop on Communications Strategies for Afghan NGOs – February 2006**

Conducted by Equal Access International under auspices of ACBAR

**COMPUTER SKILLS**

- ▶ Internet surfing and E-mail access
- ▶ MS Office
- ▶ MS Publisher
- ▶ FIS (Financial Information System)

**LANGUAGES**

1. Able to read, write and speak in Dari/Persian, Pashto, English and Urdu/Hindi fluently

**REFERENCES**

**Available upon request**