**Ref**:

**Date**:

**To whom it may concern,**

I am writing with regards to the vacancy for the **Monitoring, Evaluating and Learning Manager** at your organization. I am excited by the description of this management position as I believe that I can make valuable contributions to the organization. I foresee working with  **Nadi-e roshan High school** as the next step in my career progression.

I have extensive experience in developing and executing monitoring evaluation and Learning Plans especially educational and higher education company. I have designed and conducted national-level studies and researches. I have experience of working with shahar provide high school ,manager and private sector development programs. This position has furnished me with excellent leadership, and management skills.

I have completed my **Bachelor Degree in Engineering faculty** Specialization in Project Management and security officer and an IT diploma from Shahin institute. My **IT** background helps me in handling databases and the project management knowledge helps me to better coordinate the programmatic aspect of my job. I have a strong work ethics which has generated positive results in my current and past positions. I focus on coordination within the team; meeting deadlines and keeping abreast of innovative initiatives which can enhance program implementation.

In my career to date, I have worked in diverse work environments with people from different countries and backgrounds. I have honed my interpersonal skills to achieve good working relationships with colleagues and stakeholders at various levels. I believe that my education and expertise will be of significant value to the vacant position at your organization. I consider myself to be an eligible candidate for the advertised post. I look forward to hearing from you.

**Respectfully Yours,**

**Akmal iqbali**

**Akmal Iqbal**

Phone: 0705994640/089427054 ⚫ Email: akmaliqbali2002@gmail.com

* Over **2 years** of control and teach in nadie roshan high school and school management experience with SHAHAR private high school.
* Holding Engineering faculty  from the University of kandahar Afghanistan.

**Work Experience**

**Principal jan1 , 2o17- may , 9, 2019**

**Duties**

* + Establishes a vision of academic success for the students.
	+ Creates and nurtures a culture of leadership within the school.
	+ Keeps track and monitors the development and performance of all processes.
	+ Endeavors to maintain an environment that is conducive to learning.
	+ Develops a team of people that are aligned with his values, purpose, and vision.
	+ [Shaping a vision of academic success for all students](https://www.wallacefoundation.org/knowledge-center/pages/key-responsibilities-the-school-principal-as-leader.aspx#academic-success)
	+ [Creating a climate hospitable to education](https://www.wallacefoundation.org/knowledge-center/pages/key-responsibilities-the-school-principal-as-leader.aspx#climate-hospitable)
	+ [Cultivating leadership in others](https://www.wallacefoundation.org/knowledge-center/pages/key-responsibilities-the-school-principal-as-leader.aspx#Cultivating-leadership)
	+ [A Profile in Leadership: Dewey Hensley](https://www.wallacefoundation.org/knowledge-center/pages/key-responsibilities-the-school-principal-as-leader.aspx#Dewey-Hensley)
	+ [Managing people, data and processes](https://www.wallacefoundation.org/knowledge-center/pages/key-responsibilities-the-school-principal-as-leader.aspx#Managing-people)
	+ [Improving School Leadership](https://www.wallacefoundation.org/knowledge-center/pages/key-responsibilities-the-school-principal-as-leader.aspx#Leadership)
	+ [Additional Readings](https://www.wallacefoundation.org/knowledge-center/pages/key-responsibilities-the-school-principal-as-leader.aspx#Additional-Readings)

**Responsibilities**

* + Supervision of instruction
	+ Supervision of Curriculum Development and Improvement
	+ Supervision of School Hostel
	+ Principal’s Supervisory Duties
	+ Administrative Responsibilities of the Principal
	+ His relations with the External Authorities
	+ His relations with the State Department of Education
	+ His relations with the State Department of Education
	+ Board of education
	+ The relationship whit the managing committee

**Education**

University of kandahar, Afghanistan

**Engineering faculty Kandahar university, April, 2009 -Oct, 2013**

**DIT from Sahin institute of computer sciences Jan , 10 ,2007-May 3,2009**

**Computer Skills**

MS Office (Word, Access, Excel, PowerPoint, MS Outlook)

Special Knowledge of ( TriaNet , Afghan Info, SPSS) internet etc..

**Trainings**

* **Transformational Leadership** Training through Afghan Wireless Communication Company (AWCC);
* **Gender and Harassment** training through Afghan Wireless Communication Company (AWCC);
* **Self-esteem and public speaking** skills through Afghan Wireless Communication Company (AWCC);
* **Youth information and Contact Effective Communication** (application and CV writing) through RANA Institute

 **Proposal Writing Workshop** Afghanistan Business Academy 21Feb\_Mar 1 2018

 **Certificates**

**DEL from Azraksh English langue & computer center 2oo4-2005**

**DIT from Shahin institute of computer sciences,** May 3, 2009

**Certificate in Proposal writing**  , Afghanistan Business Academy 21Feb\_Mar 1 2018

**Certificate in business** model Afghanistan Business Academy 21Feb\_Mar 1 2018

**Languages**

* Native: Pashto and Dari.
* Strong command over written and spoken English language.

**References:**

* Will be presented upon the request