

MOHRU MARDONOVA

IPC Acute Food Insecurity Level 1 Analyst. Very skilled in strategic thinking, planning, and data presentation. Capable of working with software programs, working in a group, and a qualified organizer.

CONTACT



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ADDRESS

A.Donish 17, Dushanbe

SKILLS



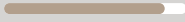
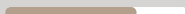
Hard Skills

Financial modeling and reporting
Data mining, analyzing and interpreting
Statistical techniques
Payroll systems experience
Advanced Office proficiency

Soft Skills

Communication
Teamwork
Problem-solving
Time management
Critical thinking
Decision-making

LANGUAGE

Shughni 
Tajik 
English 
Russian 

EXPERIENCE

World Food Program October 2022-Present

Cost Benefit Analysis

- Developing the fortification cost-benefit spreadsheet (CBA)
- Drafting the report and presenting the final findings of 2023 (CBA)
- Integrated Food Security Phase Classification (IPC) monitoring
- IPC data analysis and report writing
- Conducting market analysis for IPC 2022

UNHCR July -September 2022

Verification Assistant and Data Clean Up

- Adding refugees to the system
- Biometric Identity Management System
- Checking and analyzing the data (Progress platform)

Aga Khan Development Network October 2021- March 2022

Qualitative Research Assistant

- Conducting structured qualitative interviews
- Translating and transcribing audio recordings from the interviews into English
- Conducting qualitative coding and analysis of the interview transcripts

Aga Khan Agency for Habitat June - August 2021

Data Analyst

- Supporting the analysis of the data gathered for the "Technology-Based Adaptation to Climate Change" project
- Assisting with the development of a learning kit for community engagement
- Assisting with organizing the training for partners and preparing final meeting minutes and reports

Aga Khan Agency for Habitat August 2020

Human Resources

- Providing assistance with performance management
- Maintaining the payroll processing system and records via data collection, calculation, and input
- Calculating employees' annual and maternity leave
- Assisting employees with tracking their personal data on People H

UCA Education Improvement Program May- July 2020

Learning Material Developer and Translator

- Finding material that is necessary for students to cover
- Getting usage permission
- Translating it to Russian and Tajik languages

COMPUTER KNOWLEDGE

Microsoft Office
Progress
People HR
QuickBooks
R studio
Kobo Toolbox

VOLUNTEER WORK

University of Central Asia Admission Support Counsellor

- Visited schools and spoke with children on the prospects available at UCA
- Helped more than 50 students to fill the application forms

Vice President of ROEPT club

- Teaching math and English in Rushan orphanage
- Setting an annual plan for the club
- Allocating the club budget

Co-Chair of the First UCA MUN

- Checking participant's position papers
- Leading discussion during the conference
- Assisting participants to draft the resolution document

Tour Guide at UCA

- Delivering tours for visitors

Teaching the English language with the "60 Days of Learning English language Project"

- Teaching English to adults and young learners

DATA ANALYSIS

Linear regression analysis
Multiple linear regression analysis
One way, two way ANOVA analysis
Ordered logit and probit

Aga Khan Agency for Habitat December 2019- January 2020

Finance Intern

- Bookkeeping
- Preparing trip vouchers
- Creating and storing important financial reports

Aga Khan Agency for Habitat May 2019- August 2020

Finance Intern (Khorog Office)

- Supporting the daily activities of the finance & infrastructure department
- Reporting on the cash-back process
- Adding transactions to QuickBooks
- Developing a presentation with respect to assigned topic

EDUCATION

2017- 2022

University of Central Asia

Bachelor degree in Global Economics

Cum Laude

Dean's list (honor list) award for the academic year of 2021-2022; 2020-2021; 2019-2020;2018-2019

2011-2017

Presidential School

School-finishing certificate with distinction

A certificate with distinction (Red Certificate) for the primary and middle school

An active member of "The Small Academy of Sciences" of the National Academy of Sciences of Tajikistan

Winner of regional Olympiads

2006-2011

School #9 named after Okhon

Hilol Murodov

CERTIFICATES

Introduction to Qualitative Research 26 January 2023

Monitoring Basics 23 December 2022

Minimum Expenditure Basket 26 January 2023

Essential Needs assessment insight series 10 November 2022

REFERENCES

Sohibtoj Kurbonkhonova

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