




Dr. Ahmad Zia

Allokozay

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"Accomplished executive with 15+ years in academic leadership, healthcare administration, and HR strategy. Proven track record in institutional governance (Moraa University), crisis management (COVID-19 response), and cross-sector team leadership. Multilingual communicator (English, Pashto, Dari, Urdu) with expertise in policy implementation, operational efficiency, and stakeholder engagement."

Experience

MAR 2024 – Present

Vice Chancellor

[Moraa University, Kabul, Afghanistan](#)

Main Responsibilities

- Provide strategic leadership to enhance institutional growth, academic excellence, and global competitiveness in higher education.
- Oversee university-wide administration, including faculty development, student success initiatives, and resource allocation.
- Develop and implement policies to strengthen governance, research output, and accreditation standards.
- Lead curriculum innovation and quality assurance programs to align with international best practices.
- Spearhead financial sustainability plans, including budget oversight, grant acquisition, and public-private partnerships.
- Foster interdisciplinary research collaborations and promote technology transfer initiatives.
- Represent the university in national/international forums to enhance institutional reputation and partnerships.
- Implement staff performance evaluation systems and professional development programs for academic/administrative personnel.
- Ensure compliance with national education regulations while advocating for policy reforms.
- Drive community engagement through outreach programs, continuing education, and social impact initiatives

MARCH 2021 – OCTOBER 2021

Medical Director – COVID-19

Ali Jinnah Hospital (COVID-19), Kabul, Afghanistan

Main Responsibilities

- Plan, organize, manage, and administer assigned areas of medical practice; develop and implement program and strategic planning and serve as a member of the management team.
- Direct clinical quality improvement projects in assigned areas of practice; review and evaluate adverse events, conduct root cause analyses and monitor trends.
- Developing and improving the foundation policy, protocols, and procedures which reflect the core of the institutional constitution physician determination and competency for health promotion which ensure an adequate environment for the professionalism,
- Implementation of the policies, protocols and procedures according to predefined standards.
- Implementation of the regulations for medical care in case of emergencies, use of pharmaceutical drugs, and use of medical equipment and supplies.
- Developing and approve an applicable continuous quality improvement program, including a plan and a timetable to assess the efficiency of corrective measures.
- Planning medical audits reports regularly to ensure that patient care meets the expected standards.
- Conducting scientific research, publications, congresses, in-hospital medical teaching, continuous medical training, and education.
- Promote health education in conjunction with other health professionals.
- Meet targets set by the government for specified treatment e.g. Child immunization.
- In addition to above duties, the medical director will: serve as the primary medical practice consultant for health departments; assess future need for direct medical services, and develop and organize the range of services offered, provider mix, organizational structure and level of community input to meet needs.

March 2018 – March 2020

Medical Doctor

Afghan Red Crescent Society (ARCS), Kabul, Afghanistan

Main Responsibilities

- Respond to patient's medical problems by referring to their history, carrying out diagnosis treatment, counseling, and referral, where necessary.
- Order lab tests and interprets the test results.
- Always maintain confidentiality and impartiality.
- Collect record, and maintain sensitive patient information such as examination results, medical history, and reports.
- Explain procedures and prescribed treatments to patients.
- Liaise with medical professionals in the community and hospitals.
- Promote health education in conjunction with other health professionals.
- Meet targets set by the government for specified treatment e.g. Child immunization.
- Discuss and evaluate new pharmaceutical representatives.
- Keep up-to date with medical developments, treatment, and medications.
- Worked as a Medical doctor for Afghan Japan Hospital
- Perform other duties as assigned.

DATE – DATE

Medical Doctor – COVID-19

Afghan Japan Hospital (COVID-19), Kabul, Afghanistan

Main Responsibilities

- Respond to patient's medical problems by referring to their history, carrying out diagnosis treatment, counseling, and referral, where necessary. Order lab tests and interprets the test results.
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- Explain procedures and prescribed treatments to patients.
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MARCH 2013 – DECEMBER 2017

Human Resource Development Technical Advisor

IARCSC/HRMDD, Kabul, Afghanistan

Main Responsibilities

- Develop and deliver skills training and professional development opportunities for HRDD staffs
- Developing a comprehensive strategy and strategic plan for the HRDD
- Provide technical assistance to HRDD
- Develop comprehensive to HRDD
- Conducts research and produce technical papers on current HR challenges and strategies
- Provides technical assistance and guidance to HRDD
- Develop communication strategy and employee's relation plan in ministries
- Develop employee's relation guidelines and standard checklist for evaluation
- Reports on the activities and progress to the IARCSC/CSMD management
- Performs other activities as discussed with the IARCSC CSMD management
- Develop HR planning guideline for HRDD

OCTOBER 2009 – MARCH 2013

General Manager

Bank Millie Afghan, Kabul, Afghanistan

Main Responsibilities

- To produce schedule which ensure optimum staff cover across official hours:
- Assist in the selection, scheduling, training, performance and retention of all direct reports, ensuring a multi-skilled and motivate workforce are in place, equipped to deliver great service.
- Branch manager is mainly responsible for keeping the business and deposit base growing & rendering excellent customer service.
- Equip each member of our team with relevant knowledge to ensure that accurate advice and guidance is given.
- To ensure that customer service standards are improved in reaction to customer feedback.
- Monitor team performance through effective use of review processes and lasting impression

results, taking action to meet required standards:

- Create links with the local community to identify and drive customer service and loan opportunities by raising the branch profile in the area:
- Ensure that promotions are maintained to maximize different loans opportunities.
- Maximize profitable loans through creating to positive team environment.
- Monitor cash and banking, procedures to ensure they are completed in accordance with the Central Bank standards.
- To work within bank guidelines to minimize shrinkage.
- Ability to lead and motivate staff to meet targets.
- To guide and inform staff about the bank's rules and regulation

AUGUST 2006 – SEPTEMBER 2009

Branch Manager

Kabul Bank, Kabul, Afghanistan

- Observe all the policies, procedures, rules and regulations of the Bank directorate and all other entities relevant to Board of Directors.
- Control and Assessment of all employees' daily activities including their attendance sheet.
- Send daily, weekly and Monthly activity reports to Bank General Directorate.
- Regular check and control of the branch treasury on daily wise.
- Report huge and skeptic transactions before their implementation to Bank Head.
- Control and sign all opened accounts at the end of the day.
- Control of Registration Book.
- Perseverance of Archive and Protection of Branch Confidential documents.
- Make sure the safe, treasury and branch is locked.
- Protection of the branch fixed assets.
- Daily Evaluation of Bank Accounts in terms of orders, Western Union, Petty Cash in accordance with mentioned procedures.
- Making efforts for enhancement of banking transactions.
- Maintaining treasury and branch required keys confidently.
- Control the Cheque to make sure there on time implementation for customers.
- Control the branch daily expenditures.
- Provide solutions for the problems rose with customers within job authority.
- Attract more customers to Bank and providing further information regarding different types of bank accounts and other relevant issues.
- Provide reasonable reasons for those who criticize work process in the branch.
- Specifying the required amount of money, a day before and control the amount while receiving from central treasury.
- Control to shut down DVR at the end of the day.
- Ensure contacts with other Bank offices when required.

Education

2001 - 2007

Medical Doctor (MD)
(Curative)

Kabul Medical University, Kabul, Afghanistan

1997

Completed High School

Habibia High School, Kabul, Afghanistan

Trainings, Workshops & Seminars

February 2024

First Batch of Basic Medical Education Standards

Ministry of Public Health, Kabul, Afghanistan

June 2020

IPC & Case Management Covid-19

Ministry of Public Health, Kabul, Afghanistan

June 2020

IPC & Case Management Covid-19

Ministry of Public Health, Kabul, Afghanistan

March 2013

Human Resource and Management

Ministry of Public Health, Kabul, Afghanistan

March 2013

Human Resource Development Program

IARCSC/HRDD, Kabul, Afghanistan

October 2009

General Management

Kabul Bank, Kabul, Afghanistan

December 2009

General Management and Anti Money Laundering

Bank Millie Afghan, Kabul, Afghanistan

APRIL 2006 – MAY 2006

EPHS, CBHC, EPI, HIV

Ministry of Public Health, Kabul, Afghanistan

AUGUST 2006

**Women Rights
Career Building**

Afghan Women Right Organization (AWRO)

February 2006

Leadership Workshop

Afghan Institute of Learning (AIL), Kabul, Afghanistan

May 2006

Teacher Training Seminar

Afghan Institute of Learning (AIL), Kabul, Afghanistan

Below are some of the workshops that I have conducted for HR departments of different line ministries

- ✓ Planning
- ✓ Staffing
- ✓ Training and Coaching
- ✓ Appraisal Performance
- ✓ Employee Relation

Core Competencies

- **Administrative Leadership:** Policy Development, Budget Oversight, Strategic Planning
- **HR & Operations:** Staff Training, Performance Evaluation, Compliance Management
- **Technical:** Microsoft Office, Data Analysis, Document Management Systems
- **Languages:** English (Fluent), Pashto/Dari (Native), Urdu (Fluent)

Languages

	Reading	Writing	Understanding	Typing
English	Excellent	Excellent	Excellent	45wpm
Pashto	Native	Native	Native	35wpm
Dari	Native	Native	Native	35wpm

References

Will be provided upon request