**Personal Information** Abdul

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| **©** | Date of birth: 01/09/1984 | Nationality: Afghan |

**Experience:**

**5th Apr 2014 to 30th Jun 2015 Admin & Logistic officer at Afghan Capacity Building and Research Organization – ABILIS Partner Organization in Afghanistan Funded by Finland Government:**

**Duties and Responsibilities:**

* Responsible to complete all procedures and documents for staff hiring and firing in Coordination with management team.
* Follow up of contracts, IDs, Memos and updating timely and kept appropriately.
* Preparing monthly time sheet, attendance sheet, leave farm for all HQ staff.
* Preparing monthly administrative report (staff database)
* Collect staff time sheet and prepare monthly staff salary in cooperation with finance Deportment.
* Controlling the staff attendance, time sheets, and inventories based on project Activities.
* To train and support Admin responsible of provincial office regarding all admin issue.
* To prepare, maintain and update personnel files of all the staff of project in the field.
* Updating of employees leave balance and provide information on monthly bases.
* Support meetings and maintains documentation of data related to meetings.
* Calculation of Tax(salary, house rent, vehicles, internet all contracts)
* Contracts follow up (Vehicle, House, Internet & fuel etc.).
* Responsible for an appropriate control over Cash and the cashbook, amount Receivable and expenses records and regularly check of the physical cash balance regains the cashbook

Balance.

* Plans direct and coordinate all logistic process.
* Responsible for maintenance, supply and management systems.
* Following up all logistics’ daily activities, checking quotations, purchase order, requisitions, and way bills properly before process and ensure that all stock present and coming equipment are properly recorded.
* To prepare purchase order for the items to purchases for any assigned section if requires to be fill. And translate all receipts properly after purchasing.
* To clear all receipts on time with finance section before requesting the other cash.
* To submit the item/equipment properly after completion of asset/inventory report before sending out to any location.
* To provide updated asset and inventory lists for audit issue.
* To provide daily, weekly, monthly, quarterly and annually written report to the project manager regarding to logistic activities.
* Responsible for transport and supply management for the office and field.
* Providing all project supplies according to the approved and properly requisition and documents on time.

**1st Jul 2013 to 30th Mar 2014 ICT & MIS officer with HFL (Hope for Life) Micro finance Institution in Afghanistan funded by IAM, MISFA and Hope International:**

**Duties and Responsibilities:**

* Provide, solving and isolating LAN and WAN connectivity problem properly.
* Insure and perform regular data back up and verify it’s restore and preventive network devices.
* Assist procurement section and purchase of the IT related equipment’s and provide technical advice for quality and cost of the IT equipment for logistic department.
* Update OS, drivers, anti-viruses and other applications.
* Maintain the effectiveness of MIS database software, with reports and immediate correction of errors.
* Ensure the effective capture and classification of data.
* Ensure the security of databases and original documents of operations.
* Care for computers and related equipment, conduct computer maintenance for Micro finance Database and other software’s.
* Provide reports to the management team on a weekly, monthly, quarterly, annual, and sporadic basis concerning portfolio quality.
* Other functions necessary to accomplish the above tasks and mission of the institution.
* Daily, Quarterly and Monthly Reconciliation with finance department and Reporting.

**1st Dec 2012 to 30th Jun 2013 IT officer with Z & S Group of Companies (Local Radio Program) in Logar and Maidan Shahr Compounds Provinces funded by ISAF and US Army:**

**Duties and Responsibilities:**

* Configure and maintenance of CISCO Switches and Routers.
* Configure and maintenance of Wireless Devices (Access Points, Wireless Controller).
* Provide, solving and isolating LAN and WAN connectivity problems properly utilize Applications copier machines, Scanner and printers.
* Configure and maintenance of (TCP/IP, DNS, DHCP and Active directory) Related Services.
* Installation, configuration and maintenance of VSAT and WiMAX internet connection system.
* Installation and configuration of windows Server 2008 and 2012.
* Configure and maintenance of Network Management System.
* Monitor network performance and carefully watch for any possible network security treats, breaches and vulnerability.
* Insure and perform regular data back up and verify its restoration and preventive maintenance of all machines and network devices.
* Insure that all OSs, drivers, anti-viruses and other applications are updated and protected against activities.
* Perform system maintenance and cabling management.
* Manage user-accounts and password polices and maintain schedule of training programs for staff.
* Editing of website from C Panel and creating and configuration new email account for

**1st Jul 2010 to 30th Nov 2012 ICT & MIS Officer in HFL (Hope for Life) Micro finance Institution in Afghanistan funded by IAM, MISFA and Hope International:**

**Duties and Responsibilities:**

* Provide and support for local networks and systems.
* Provide, solving and isolating LAN and WAN connectivity problem properly.
* Insure and perform regular data back up and verify its restore and preventive network devices.
* Assist procurement section and purchase of the IT related equipment’s and provide technical advice for quality and cost of the IT equipment to logistic department.
* Perform system maintenance and cabling management.
* Update OSs, drivers, anti-viruses and other applications.
* Taking care of the data, process, filling.
* Daily, Quarterly and Monthly Reconciliation with finance department and Reporting.
* Maintain computerized databases of all client loans with extremely high attention to detail.
* Ensure the effective capture and classification of data.
* Maintain the effectiveness of MIS database software, with reports and immediate correction of errors.
* Ensure the security of databases and original documents of credit operations
* Care for computers and related equipment, conduct computer maintenance for LPF Database and other software.
* Vigorously help to improve the image and effectiveness of HFL through recommendations, innovations, and reductions in operational costs.
* Promote the institution to target communities among potential members, government officials, colleagues of the institution.
* Other functions necessary to accomplish the above tasks and mission of the institution.

**1st Feb 2006 to 30th Sep 2008 IT officer in (MTCC) Masih Tadbir Construction Company:**

**Duties and Responsibilities:**

* Interface with users to identify computer related needs and provide appropriate software/hardware support related to those needs.
* Troubleshoot system and network problems, diagnose and resolve hardware/software faults.
* Assist with diagnosing and resolving problems with printers, copiers and network system in masih tadbir Construction Company.
* Provide help-desk and technical support of hardware and software.
* Establish and maintain network for masih tadbir Construction Company.
* Ensure internet connectivity Perform system diagnosis, repair and updates to ensure data integrity and reliability of automated tasks.
* Set up new user's accounts and deal with password issues.
* Ensure the anti-virus software is always up to date and share necessary information with users regarding potential risks.
* Track and maintain accurate inventory of all masih tadbir Construction Company computer and other equipment's.
* Assist masih tadbir Construction Company Coordinator in developing policy on internet fear usage policy for the company.
* Any other duties as requested by the masih tadbir Construction Company Coordinator.

**EDUCATION:**

**01st Apr 2010 to 30th Apr 2014** Graduated from Civil Engineering faculty of Salam University Kabul Afghanistan (Night shift Time). [www.salam.edu.af](http://www.salam.edu.af) Bachelor Degree

**01st Feb 2008 to 30th Feb 2009** CISCO Certify in Network Association in Telecommunication Institute Kabul Afghanistan. [www.icti.edu.af](http://www.icti.edu.af) Certificates in CCNA Discovery

**01st Sep 2007 to 30th Sep 2009** Diploma in Information Technology in Kardan Institute Kabul Afghanistan. [www.kardan.edu.af](http://www.kardan.edu.af) Diploma Degree

**20th Feb 2006 to 20th Feb 2007** Certified in Office Automation at Safi English Language and Computer Training Center Kabul Afghanistan.

**20th Feb 2007 to 02nd Mar 20** Certified in English Language at Safi English Language and Computer Training Center Kabul Afghanistan.

**01st Jan 1991 to 30th Jan 2003** Mohammad Agha High School Logar Afghanistan.

**LANGUAGE SKILLS**

**MOTHER TONGUE Dari**

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| Other Language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | | Spoken interaction | | Spoken Production |
| English | B1 | B1 | B2 | B2 | B2 |
| Pashtu | C2 | C2 | C2 | C2 | C2 |
| Urdu | A1 | A1 | A1 | A1 | - |
| Dari | C2 | C2 | C2 | C2 | C2 |

Levels: A1/A2: basic user –B1/B2: Independent user –C1/C2: Proficient user -Common E Framework of Reference forLanguages.

**COMPUTER SKILLS:**

* Windows XP, Windows Vista, Windows Seven, Windows 8 and Windows Server 2003-2012, Linux and MAC operating system.
* Installation, configuration and troubleshooting of network devices.
* GPS and GIS (Arc GIS with Google Earth).
* Auto Cad & and Auto Cad Civil 3D software.
* Adobe Photoshop, Coral Draw & Flash MX.
* Office packages 2003 – 2013.
* Installation and configuration of PBX phone.
* Installation and configuration of CCTV Camera.

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