[Ozair.360695@2freemail.com](mailto:Ozair.360695@2freemail.com)

## PERSONAL INFORMATION



|  |  |
| --- | --- |
| Name | Ozair |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## PROFESSIONAL EXPERIENCE

**Mar 2012 – Mar 2017**

**IT Technician & Designer**

**Madina Printing Press**

**Kabul, Afghanistan**

**Main Duties Included**

* Installation of All Software’s, Engineering of Computers, Photo Copy Machine, Printers [Laser Jet – Inkjet], Printing Machine [Rota].
* Designing of ID Card, Visiting Cards, Ceremony Cards, Pleasure Cards, Birthday Cards, Marriage Cards & etc…
* Book Designer
* Magazine Designer
* Banner, Flex Designer & etc…

**Mar 2016 – Dec 2016**

**IT & Admin Officer**

**Muslim Ali Sajad Construction Company**

**Kabul, Afghanistan**

**Main Duties Included**

* Installation of All Software’s, Updating of Operating System, Updating of Antivirus, Checking Printers, Access Points & Other Devices.
* Maintaining, Installation & Configuration of Devices, Printers, Wireless Access Points, Routers, MS Outlook, Office 365 and Solving OS Systems (Operating System Windows 07 & 08).
* Controlling and Administrating the Internet Connectivity.
* Helping Other Departments in IT Related Issues (Hardware & Software).
* Controlling of All Divisions Security Cameras.
* Installing and Repairing of Digital Phones, T. Links and Electronic Attendance Board.
* Site Provider [Materials].
* Performing of All IT Administration Related Task.
* Data Analyzer.
* Data Sorter.
* Data Entry.
* All Software Recorders [Data Monthly Recording & Report to Section].
* Stationary Facility Representative.

**Oct 2010 - Feb 2016**

**Translator / Clerk**

**Embassy of India**

**Kabul, Afghanistan**

**Main Duties Included**

* Daily Interview from Service, Diplomatic & Foreigner`s Passport holders in my authority.
* Assist Officers in Establishing Relationship with Afghan Dignitaries.
* Escorts VIPs and other Important Visitors to Ensure Events and Meetings run smoothly and Correct Protocol Procedures are followed.
* Providing of Fortnightly Report for Ministry of External Affairs & Other Authorized Secretary.
* Provide Verbal and Simultaneous Translation during Meetings and Workshops between Afghan Officials and International Deploys.
* Arranging Meeting for Consular Wing Officers.
* Providing of all kind of Consular Forms, Visa Application Form, Fax Form, Passport Application Form, Miscellaneous Form, Research Form, Re-Entry Form and etc.
* Translate Official Letter from GIRoA, Official Note Verbal’s and other Relevant Documentations from English to Dari Language and vice-versa.
* Providing of Daily Interview List for Visa Officers, Taken of Fees from Foreigners Passport Holders and Emergency Visas Applicants.
* Attest of Educational Certificates, Birth Certificates, Marriage Certificates, Death Certificates and other Documents.
* Issuance of Police Clearance Certificates for applicants.
* Granting of New Passport for Indian Nationals in lieu of Old, Damage, Lost, New Passport and Minor Passport.
* Providing of Daily Fees Statement for Finance Section of Embassy.
* Providing Daily Consular Reports to Officers Every Evening.
* Providing of Fortnightly Report for Attaché, SS, FS, Cons (Cons), Honorable Ambassador and DCM.
* Assist in Developing, Writing, Legal Analysis and Translating in Interview Times.
* Recording of Visa Appliers in System Daily wise.
* Visa Writer for all Categories such as [Tourist, Medical, Medical Accompany, Student, Business, Journalistic Activities, Research Term, X Visa, Training Visa, Diplomatic and Official Visas].
* Stamping of All Visas [Tourist, Medical, Medical Accompany, Student, Business, Journalistic Activities, Research Term, X Visa, Training Visa, Diplomatic and Official Visas].

**Oct 2009 - Sep 2010**

**Computer Operator & Tel. Operator**

**CCID / Ministry of Interior Affairs**

**Kabul, Afghanistan**

**Main Duties Included**

* Daily Callings for all CID Directors in Kabul for Collecting of Reports.
* Provider Daily Calls for all CID Directors in all 34 Provinces.
* Provider of Crimes Reports from all 34 provinces.
* Prepare of Reports to Honorable Minister, Deputy Minister, Operation Presidency, 119 Police Call Center and 101 Asmaie Zone.
* Delivering of Secret Reports to Authorized Offices and Officers.
* Sorting and Database Recording of Criminal in System.
* Biometric of Criminal Cases in Criminal Technique.

## LANGUAGES

**Speaking** **Reading**

Dari Fluent Very Good

Pashto Fluent Very Good

Hindi / Urdo Fluent Very Good

English Fluent Very Good

Dutch Good Very Good

French Good Very Good

Turkish Good Very Good

Arabic Good Very Good

## CORE SKILLS

* Excellent management, Protocol Assistance and Interpretation Skills.
* Interpersonal Skills, Including Ability to Listen and Respect others. Self-motivated and well organized and well present. Ability to Work Collaboratively and Supportively with others. Ability to Take Initiative to Manage Tasks, and willingness to act as a Team Member and Assist with Menial Tasks as Needed for Program Success.
* Ability to Work Effectively in a Fast-Paced Environment. Flexibility and Willingness to Travel to the Provinces and Work Irregular Hours as Required Completing Program Assignments.

## EDUCATIONS / COURSES

1993 – 2005 Esteqlal High School

Kabul, Afghanistan

2006 – 2008 Kardan Institute

Diploma English Languages [DEL]

2007 – 2008 National English & Comp Center

Office Automation [2003]

2007 – 2008 NAI Supporting Open Media in AFG

Office Automation [2007]

2008 – 2010 Noor Institute

Computer Science

2009 – 2009 Thunder English Language Center

[10 Months System]

2015 – 2016 KabulKam Institute of Technologies

Diploma Information Technology [DIT]

## COMPUTER SKILLS

**Office Automation Designing**

* MS Windows Adobe Photo Shop
* MS Word Adobe Corel Draw
* MS Excel Adobe Premier
* MS Power Point Adobe MaYa
* MS Publisher Graphics
* MS Outlook
* MS Access

**Science Engineering**

* Installations
* LAN/MAN
* Dos / C / C++
* Desktop / CPU Engineering

**Networking**

* Internet Access
* All Networking Facilities

## TRIPS

## 

**Provinces Countries**

* Parwan India
* Panjshir Nepal
* Kapisa Tajikistan
* Baghlan Uzbekistan
* Kunduz Turkmenistan
* Takhar Iran
* Samangan Turkey
* Balkh Bulgaria
* Jawzjan Serbia
* Herat
* Nimroz
* Kandahar
* Helmand
* Zabul
* Ghazni
* Wardak

## 