

# CURRICULUM VITA

MOBILE: (+93) 775898935

ADDRESS: HOME NO 9-11

NAWAAD FAMILY 12<sup>TH</sup> DISTRICT KABUL AFGHANISTAN

EMAIL: ASIF.SAIFI.KHAN123@GMAIL.COM



## **MOHAMMAD ASIF SAIFI**

---

### **❖ OBJECTIVE:**

My ambition is to widen my experience through International Organizations, experience different cultures, societies and expand the field of my experience in different prospective, to do my best contribution in the development and rehabilitation process of Afghanistan. To work with experts and to improve my capabilities to do the job better and to get satisfaction from the assignment given to me.

### **❖ PERSONAL DATA:**

Name: **Mohammad Asif**  
F/name: **Dr Abdul kabir Katawazi**  
Date of birth: **1979**  
Place of birth: **Kabul city**  
Age: **43 Years old**  
Gender: **Male**  
Nationality: **Afghan**  
States : **married**

### **❖ EDUCATION:**

1985 to 1991 speen kalai primary school in Kabul .  
1991To 1992 Rahman baba High School Kabul.  
1992 -1995 Ali Baba high school paktika sharana city.  
1998-2001 Ibn-e-Sina High school in Kabul  
2001-2007 Kabul poly Technique university (civil Engineering)

### **❖ COURSES:**

2006-2007 Muslim English Language Center  
Accomplished from Advanced Levels of English language Programmed  
2003-2004 Boston Computer institute of Computer Science  
Obtained Certificate of Office Programming such as Ms. Word, Ms. Excel, Ms. Power Point and Ms. Access.  
2005-2006 Tullo Institute of Science.  
completed of Mathematics and physics courses.  
2007-2008 ATVI (Afghanistan Technical Vocational Institute)

❖ **COMPUTER SKILLS:**

1. Operating Systems: Win98/2000/XP/ Vista/ windows7/windows8 and etc.
2. Office Packages : Ms. Word/Ms. Excel/Ms. Access/Ms. Power point/Ms. note one / Ms. publisher / Ms. outlook /Ms. info path designer
3. Database administration included programs : Ms. Access
4. Hardware PC .Assembling/Troubleshooting & services of Hardware & Software
1. 5.E-commerce(HTML,DHTML,ASP.Net)
5. Visual Studio 2005
6. Data Communication (Intermediate Theoretically)
7. Basic Networking Fundamental
8. Microsoft Server 2003,ISA server win server ,DHCP server, Print server, Exchange server ,DFS
9. Programming Languages (C++, QBasic)
10. Engineering Design programs Sap2000 , Safe ,A tabs , Eagle point And ETC

1. Courses of GIS
2. Arc view software Training
3. Access Database Training (6 weeks) and qualified for technical level.

❖ **EMPLOYMENT RECORDS:**

➤ **From May, 2007 To March 2009**

**Organization:** Ariana Bastan construction and architecture company LTD

**Position:** Voice president

➤ **From March 2009 To September 2010**

**Organization:** Baba Saifi construction and road construction Co, LTD

**Position:** Voice president

➤ **From September 2010 To august 2011**

**Organization:** sharana municipality paktika province

**Position:** engineering manager (head of engineers)

➤ **From august 2011 To February 2013**

**Organization:** sharana municipality paktika province

**Position:** sharana municipality mayor

➤ **From February 2013 To march 2021**

**Organization:** baba saifi construction company

**Position:** project manager

➤ **From March 2021 until now**

**Organization:** PHRO none government organization

**Position:** QC (Quality control)

❖ **Language Skills**

- ✓ Pashto Fluent ( Reading, Writing, Listening)
- ✓ Dari Fluent( Reading, Writing, Listening)
- ✓ English Good( Reading, Writing, Listening)
- ✓ Urdu Fluent( Reading, Writing, Listening)

❖ **Qualification / Competencies:**

- Able to Estimate the cost (cost and estimating)
- Able to analyze Tender and Bidding proposals.
- Able to manage procurement status and material shipment.
- Able to make purchase orders for Local and International Material and Stuff.
- Able to use AutoCAD to draft
- Able to use Internet
- Professionalism while working in a Team Work.
- Able to use Laptop computers, Fax, Printer, Scanner, Digital Camera, Radio communication.
- Able to use total station for land survey
- Able to use (G P S)
- Able to use level machine and other engineering equipment's
- Able to use sab2000, A tabs , safe , Eagle point for structure and road design
- Introduction to Engineering and Design
- Engineering Problem Solving and Programming
- Materials Engineering
- Leadership, Business Principles, Policy and Ethics in Civil Engineering
- Cost Estimating
- Volunteered at Habitat for Humanity

**Responsibilities:**

- Responsible for the generation of bid schedules and other related and needed documents
- Delivered bid document packages to vendors and subcontractors
- Analyzed the value of bids, entered negotiations, and generated necessary papers such as subcontracts and procurement documents
- Verified requests for payment, and confirmed the payouts for vendors
- Examined and confirmed qualifications of vendors and handled subcontract or procurement
- Generated forecasts on matters such as budget and cash-flow
- Monitored the actual costs and judged them against the set budget, and controlled costs as needed
- Responsible for managing all project costs from start to finish
- Perform analyses of costs for various building projects
- Lend presence at all meetings and communicate with company stakeholders on commercial matters
- Monitor the cost and use of company resources
- Inspect and compute value of completed work and projects
- Run the maintenance of housing services
- Responsible for a great number of business ventures at any given time
- Accomplish reports on and recommend advice about building and maintenance costs
- Generate cost and value reports monthly and quarterly, produce accurate information on cash flow
- Responsible for the preparation of contract and tender documents
- Cultivate solid ties with sub-contractors and clients
- Offer recommendations and direction to company employees in the generation and reporting of work proposals, reviews, and updates

## **Strengths**

1. Possess a creative, outgoing, and exceptionally positive personality
2. Remarkable ability to effectively implement and accomplish assigned tasks in a timely manner without sacrificing quality
3. Outstanding talent for dealing with and coming up with solutions to unexpected problems with little difficulty
4. Highly self-motivated and results-driven, with the ability to work well with zero to minimum supervision
5. Extensive knowledge and experience in the field, with a proven ability to suggest improvements and produce perfection on negotiations and recommendations
6. Possess excellent insight, concentration, and the initiative to plan ahead when working on projects
7. Exceptional ability to strategize for minimum loss of man-hours related to unpredictable circumstances
8. Excellent ability to effectively juggle several priorities in a fast-paced work setting
9. Highly organized and attentive to even the minutest details
10. Superb communication and interpersonal skills, with a unique talent for handling and resolving conflicts among the team
11. Superior analytical and problem solving skills

### **❖ Reference:**

#### **Aimal saifi**

Director Of Baba saifi construction & Road Build Co.

Cell: (+93)- 7777888807

Email : [aimal.saifi@gmail.com](mailto:aimal.saifi@gmail.com)

#### **Eng Haqmal saifi**

Vice President Of Baba saifi construction & Road Build Co.

Cell: (+93)- 767681100

Email : [babasaificonstruction@gmail.com](mailto:babasaificonstruction@gmail.com)



**CERTIFICATE**  
**Islamic Republic of Afghanistan**  
**Ministry of Higher Education**  
**POLYTECHNIC UNIVERSITY**  
**Construction Faculty**

No: 5027

Date: 18 / 10 / 06

This is to certify that Mr. /Mrs. Mohammad Asif "Shirzada" S/D/O Abdul Kabir who born in 1978 was admitted to the Construction Faculty (Building Dep.) in 2001 and has successfully completed the requirements of the mentioned Faculty in 2006 and has been awarded the degree of B. Sc

**He/She is entitled to all the rights and privileges of this Certificate.**

Dean of Faculty

Chancellor of Polytechnic University

Ministry of Higher Education

فارغ التحصیل سال ( ۱۳۸۰ ) به شماره ۲۰۲

فروزنده بخت

محترم / محترمه

ثبت گردید.

سخنی

جهت

مودخ ۱۷ / ۱۳۸۱ کتاب ثبت سرفیکیت پوهنجه

فارغ التحصیل سال ( ۱۳۸۰ ) به شماره ۰۰۲۷

فروزنده بخت

محترم / محترمه

ثبت گردید.

عبداللہ

مکرر صحف

مودخ ۲۱ / ۱۳۸۵ کتاب ثبت سرفیکیت معاونیت امور محصلان پوهنجه

فارغ التحصیل سال ( ۱۳۸۰ ) به شماره ۰۰۲۶

فروزنده بخت

محترم / محترمه

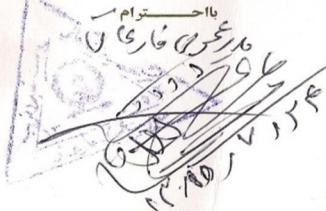
ثبت گردید.

عبداللہ

جهت

مودخ ۲۱ / ۱۳۸۵ کتاب ثبت سرفیکیت مدیریت عمومی فارغان ریاست امور محصلان وزارت تحصیلات عالی

ثبت گردید.





نېټه 1391/08/21

شميره 0012

## د پکتیکا ولايت د قومونو ويوروالي دعالی شورا ستاینلیک

بناغلی انجیر محمد اصف سیفی دپکتیکا بناروال



تاسو چه د پکتیکا ولايت یو با احساسه او خوان کدرياست او د پکتیکا ولايت دينار او بناريانيو د ستونزو د حل لپاره مو نه ستري کيدونکي هلى خلى کري همداراز د پکتیکا ميشتو خوانانو ديوالي لپاره مواريں گامونه اوچت کري چه ستاسو دغه خدمت او تک لاره نه یواخی چه د پکتیکا ولايت د قومونو ديووالی دعالی شورا لپاره د ستاینۍ ور ده بلکه تول ولس ته د ستاینۍ ور ده نو له همدي کبله د پکتیکا ولايت د قومونو ويوروالي دعالی شورا تاسو په دغه ستاینلیک ستایي او د متعال خدای (ج) څخه ستاسو لپاره زيات خدمتونه او لا برياليتوبونه غواړي .

په درنښت



د پکتیکا ولايت د قومونو ويوروالي دعالی شورا ريس



نېټه 1393/06/27

شميره: 100



## د پکتیکا ولايت مدنۍ او پرمختیائی تولنه ستاینلیک

بناغلی محمد اصف سیفی

خوانان د هري تولنۍ خوزنده او فعال قوت دی او تقریباً 60% د تولنۍ د کار نیرو تشکیلوي او تاسو چه د پکتیکا د خوانانو په منسجم کولو او د خوانانو ديوالي په لاره کښی د قدر ورهلى خلى کري دی ، نو له همدي کبله د پکتیکا ولايت مدنۍ او پرمختیائی تولنۍ مشرتابه تاسی په همدغه ستاینلیک ستایي او د لسوی خښتن تعالي (ج) څخه تاسو دپاره روغتیا او لا برياليتوبونه غواړي .

د پکتیکا ولايت د مدنۍ او پرمختیائی تولنۍ رئیس

مهمان د {کتوازی }





بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ



دِپْکِتِيْکا ولایت دَخْوَانَوْ تولنه

نیته 1393/4/26

شميره 014

پناغلی انجنیر محمد اصف سیفی

دِپْکِتِيْکا ولایت دَخْوَانَوْ تولنه ویار لری چه تاسو ته چه دِپْکِتِيْکا میرنی ولس  
ته مو دیام ور لاسته راورنی که دولسونو د یوالی په برخه کی وی او که  
دِپْکِتِيْکا په رغولو کی وی وراندی کری دا ستاینیک درته دالی کری او لنه لوی  
خدای (ج) څخه ستاد لازیاتو خدمتونو او بريماوو غوبېښتونکی یو.



## Task Force 3-66 Armor Black Knights



Is proud to award the  
*Certificate of Appreciation*

To

Mayor Assif



FOR OUTSTANDING SUPPORT TO THE SOLDIERS OF  
TASK FORCE BLACK KNIGHTS WHILE SERVING IN THE  
PAKTIKA PROVINCE. YOUR HEROISM AND DEDICATION  
TO DUTY REPRESENT THE FINEST THE INTERNATIONAL  
SECURITY FORCES HAVE TO OFFER.

"MOUNTED AND READY"

15 JUNE 2012

  
DANIEL V. ROBBINS  
CSM, USA  
Command Sergeant Major

  
CURTIS D. TAYLOR  
LTC, AR  
Commanding

Amanga Youth Association



د امنګا د ټولنه ټولنه

د امنګا د ټولنه ټولنه بناګلي **محمد آصف سیفی** د **عبدالله** زوي

ته د افغانی روحي د پیاوړتیا ؛ افغانی ارزښتونو دساتنی ؛ ولس ته د بنه  
خدمت له امله ستایلیک ورکو.



ریس نجیب الله رحمتی



د افغانستان اسلامي جمهوریت  
د سیمه ییزو ارکانونو چپلواکه اداره  
د بناړواليو چارو لوی ریاست  
د ختیع زون د بناړواليو د ملاتر پروګرام سیمه ییز کنفرانس

محمد آصف سیفی  
این تصدیقنامه به محترم  
به پاس اشتراك فعالانه شان در کنفرانس ساحوی دو  
روزه (۱۳۹۱ دلو ۲-۱) برنامه حمایوی شاروالی های  
زون شرق اهدا شد.

محمد آصف سیفی  
د غړه تصدیقنامه بناګلي  
د ختیع زون د بناړواليو د ملاتر پروګرام سیمه ییز  
دوهه وړخني (۱۳۹۱ سلواګه ۲-۱) کنفرانس کې د  
فعالی ونډي اخپسټ په موخه وړکل شو.



هري جي رودز  
د ختیع زون د بناړواليو د ملاتر پروګرام رئیس

  
عبدالباقي پople  
د بناړواليو چارو لوی ریاست رئیس



**USAID**  
FROM THE AMERICAN PEOPLE



د افغانستان اسلامي جمهوریت  
د سیمه ایزو ارگانونو خپلواکه اداره  
د بنارواليو چارو لوی ریاست

### د افغانستان د بنارواليو د پلان جوړولو کنفرانس

دغه تصدیقانه بناغلي **انجمن محمد آصف** به  
این تصدیقانه به محترم **انجمن محمد آصف** به  
پاس اشتراك فعالانه شان در کنفرانس دو روزه  
۱۷-۱۸ دسمبر ۱۳۹۰، که پیرامون پلانگذاری برای  
شارواليهای افغانستان تدویر یافته بود اهدا شد.

دغه تصدیقانه بناغلي **انجمن محمد آصف** به  
افغانستان د بنارواليو د پلان جوړولو په دو روزه  
۱۷-۱۸ دسمبر ۱۳۹۰، کنفرانس کې د غالي  
وندې اخپسون په موخته په کړل شو.

**عبدالباقي پوپل**  
د بنارواليو چارو د لوی ریاست

### دولت جمهوری اسلامی افغانستان

ادارة مستقل ارگانهای محلی  
معینیت پالیسی و مسلکی  
ریاست عمومی امور شارواليها



### د افغانستان اسلامی جمهوری دولت

د سیمه ایزو ارگانونو خپلواکه اداره  
د پالیسی او مسلکی معینیت  
د بنارواليو چارو لوی ریاست

### تصدیق نامه

د سیمه ایزو ارگانونو د خپلواکی اداری د بنارواليو چارو لوی ریاست **بناغلي محمد آصف** د شرنه د بنارواليو د صاحب خخه د بنارواليو د ملی کانفرانس چه د لوم د میاشتی د ۲۳ او ۲۴ نېټي باندي داير شوي  
وو د فعال ګبون له کبله درناوی کوي او دغه تصدیق نامه ورته دالي کوي.

د لوی خدای له دربار خخه وطن او خلکوته د خدمت په لار کې بریالیتوب ورته غواړي.

دکتر فرید ساموندزی  
د سیمه ایزو ارگانونو د خپلواکی اداری  
د مسلکی او پالیسی معین

عبدالباقي پوپل  
د سیمه ایزو ارگانونو د خپلواکی اداری  
د بنارواليو چارو لوی ریاست



**USAID**  
FROM THE AMERICAN PEOPLE



## **Certificate of Achievement**

Awarded to:

**Mr. Mohammad Asif Saifi**

For completing a program of courses in Project Management including:

**Engineering Survey Training**

Conducted from March 25, 2012 through March 28, 2012

**RAMP-UP-East Main Office, Kabul, Afghanistan**

Harry Roovers  
Chief of Party  
RAMP UP East

Yusuf Tuncel  
Construction & Engineering Manager  
RAMP UP East

Moslem Mehrdad  
Managing Director  
Appleton Consulting Inc.

*In the name of Almighty . Most compassionate and merciful*

**Ministry of Higher Education  
Kabul Polytechnic University**

## **Emergency Architects Training Workshop - 2006**

This is to certify that Mr. Asif " Saifi " S/O Mr . Abdul kabir "Saifi has Successfully complete one year ( Jul 2005 – Aug 2006 ) AutoCAD training course in Emergency Architects Tanning Workshop, at Kabul Polytechnic University, and that is to say that he has done his final Diploma Project in AutoCAD.

This certificate of Achievement is therefore, warded to him to enjoy all its privileges in recognition of outstanding accomplishments and cohabitation.

Eng. Ashmat Khalil FROZ  
TAHIRY  
Architect D.P.L.G.  
Mission Coordinator of E.A.

Pro. Dr. Mir Fakhruddin  
President of Kabul  
Polytechnic University

Eng. Feroz  
AutoCAD Program  
Instructor

# ROWSHAN INSTRUCTION CENTRE



## CERTIFICATE

Date 19-9-2005



Reg No 05R-330



This is to certify that  
 Mr. Mrs. Miss. M. ASIF..... Son/Daughter of Mr. ABULKABIR.....  
 Has successfully completed..... Computer..... course with the following  
 Statics ..... SAP 2000 ..... in Grade ..... C(B).  
 Course duration ..... One month ..... Dated ..... 19-10-2005.

Administrator



Instructor



Address: Kabul, Afghanistan.

