

CURRICULUM VITA

MOBILE: (+93) 775898935

ADDRESS: HOME NO 9-11

NAWAAD FAMILLY 12TH DISTRICT KABUL AFGHANISTAN

EMAIL: ASIF.SAIFI.KHAN123@GMAIL.COM



MOHAMMAD ASIF SAIFI

❖ **OBJECTIVE:**

My ambition is to widen my experience though 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)

❖ **COURCES:**

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

Eng Haqmal saifi

Vice President Of Baba saifi construction & Road Build Co.

Cell: (+93)- 767681100

Email : babasaificonstruction@gmail.com



CERTIFICATE
Islamic Republic of Afghanistan
Ministry of Higher Education
POLYTECHNIC UNIVERSITY

No: 5027

Date: 12 / 10 / 06

Construction Faculty

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 التحصيل سال (۱۳۸۵) به شماره ع ۲۰۲

فرزند / بنت محمد البکر

محترم / محترمه محمد ۱۸

مورخ ۲۰ / ۷ / ۱۳۸۵ کتاب ثبت سرتفکیکیت پوهنځی

فارغ التحصيل سال (۱۳۸۵) به شماره ع ۲۰۲۷

فرزند / بنت محمد البکر

محترم / محترمه محمد ۱۸

مورخ ۲۰ / ۷ / ۱۳۸۵ کتاب ثبت سرتفکیکیت معاونیت امور محصلان پوهنتون بولی کندی ثبت گردید.

فارغ التحصيل سال (۱۳۸۵) به شماره ع ۸۲۱۴

فرزند / بنت محمد البکر

محترم / محترمه محمد ۱۸

مورخ ۲۰ / ۷ / ۱۳۸۵ کتاب ثبت سرتفکیکیت مدیریت عمومی فارغان ریاست امور محصلان وزارت تحصیلات عالی ثبت گردید.



نېټه 1391/08/21

شمېره 0012.....

خير كمن تعلم القرآن وعلمه

د پکتیکا ولایت د قومونو ویووالی دعالی شورا ستاینلیک

بناغلی انجنیر محمد اصف سیفی دپکتیکا ښاروال



تاسو چه د پکتیکا ولایت یو با احساسه او ځوان کدریاست او د پکتیکا ولایت دښار او ښاریانو د ستونزو د حل لپاره مو نه ستړی کیدونکی هلی ځلی کړی همداراز د پکتیکا میشتو ځوانانو دیووالی لپاره مو اړین ګامونه اوچت کړی چه ستاسو دغه خدمت او تګ لاره نه یواځی چه د پکتیکا ولایت د قومونو دیووالی دعالی شورا لپاره د ستاینی وړ ده بلکه ټول ولس ته د ستاینی وړ ده نو له همدی کبله د پکتیکا ولایت د قومونو ویووالی دعالی شورا تاسو په دغه ستاینلیک ستایی او د متعال خدای (ج) څخه ستاسو لپاره زیات خدمتونه او لا بریالیتوبونه غواړی .

په درنښت

مولوی محمد معصوم خپروی

د پکتیکا ولایت د قومونو دیووالی دعالی شورا ریس



نېټه 1393/ 06 /27

د پکتیکا ولایت مدنی او پرمختیائی ټولنه ستاینلیک



شمېره: 100

بناغلی محمد اصف سیفی

ځوانان د هرې ټولنې خوزنده او فعال قوت دی او تقریباً 60% د ټولنې د کار نیرو تشکیلوی او تاسو چه د پکتیکا د ځوانانو په منسجم کولو او د ځوانانو د یوالی په لاره کښی د قدر وړ هلی ځلی کړی دی ، نو له همدی کبله د پکتیکا ولایت مدنی او پرمختیائی ټولنې مشرتابه تاسی په همدغه ستاینلیک ستایی او د لوی څښتن تعالی (ج) څخه تاسو دپاره روغتیا او لا بریالیتوبونه غواړی.

د پکتیکا ولایت د مدنی او پرمختیائی ټولنې رئیس

مهمند {کټوازی}



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



د پکتیکا ولایت د خواتانو ټولنه

نېټه 1393/4/26

شمېره 014

بښاغلی انجنیر محمد اصف سیفی

د پکتیکا ولایت د خواتانو ټولنه ویاړ لری چه تاسو ته چه د پکتیکا میرنی ولس ته مو دپام وړ لاسته راوړنی که دولسونو د یوالی په برخه کی وی او که د پکتیکا په رغولو کی وی وړاندی کړی دا ستاینیک درته دالی کړی او له لوی خدای (ج) څخه ستا د لایزاتو خدمتونو او بریاوو غوښتونکی یو.



Task Force 3-66 Armor Black Knights


Is proud to award the
Certificate of Appreciation
To
Mayor Assif

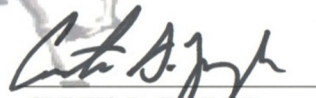


FOR OUTSTANDING SUPPORT TO THE SOLDIERS OF
TASK FORCE BLACK KNIGHTS WHILE SERVING IN THE
PAKTIKA PROVINCE. YOUR HEROISM AND DEDICATION
TO DUTY REPRESENT THE FINEST THE INTERNATIONAL
SECURITY FORCES HAVE TO OFFER.

“MOUNTED AND READY”

15 JUNE 2012


DANIEL V. ROBBINS
CSM, USA
Command Sergeant Major


CURTIS D. TAYLOR
LTC, AR
Commanding

Amanga Youth Association



د امنگا د ځوانانو ټولنه

Certificate
ستاينليك

د امنگا د ځوانانو ټولنه ښاغلي محمد آصف سيني د عبدالكبير زوي

ته د افغاني روحي د پياوړتيا ؛ افغاني ارزښتونو د ساتني ؛ ولس ته د ښه

خدمت له امله ستاينليك ورکو.



ريس نجيب الله رحمتي



USAID
FROM THE AMERICAN PEOPLE



د افغانستان اسلامي جمهوريت

د سيمه ييزو ارگانونو خپلواکه اداره

د ښارواليو چارو لوی رياست

د ختيځ زون د ښارواليو د ملاتړ پروگرام سيمه ييز کنفرانس

این تصدیقنامه به محترم محمد آصف سيني
به پاس اشتراك فعالانه شان در كنفرانس ساحوی دو
روژه (۲-۱ دلو ۱۳۹۱)، برنامه حمایتی ښاروالی های
زون شرق اهدا شد.

هري جي روورز

د ختيځ زون د ښارواليو د ملاتړ پروگرام رئيس

دغه تصدیقنامه ښاغلي محمد آصف سيني ته
د ختيځ زون د ښارواليو د ملاتړ پروگرام سيمه ييز
دوه ورځني (۲-۱ سلواغه، ۱۳۹۱)، كنفرانس کې د
فعالې ونډې اخېستو په موخه ورکړل شو.

عبدالباقي پوپل

د ښارواليو چارو لوی رياست رئيس



USAID
FROM THE AMERICAN PEOPLE



د افغانستان اسلامي جمهوریت
د سیمه ییزو ارګانونو خپلواکه اداره
د ښاروالیو چارو لوی ریاست

د افغانستان د ښاروالیو د پلان جوړولو کنفرانس

دغه تصدیق نامه ښاغلي انجنیر محمد آصف ته د
افغانستان د ښاروالیو د پلان جوړولو په دوه مرحلې
(۱۷ - ۱۸ مری، ۱۳۹۰) کنفرانس کې د فعالې
وړندې اخېستو په موخه ورکړل شو.

این تصدیق نامه به محترم انجنیر محمد آصف به
پاس اشتراک فعاله شان در کنفرانس دو روزه
(۱۷ - ۱۸ حمل، ۱۳۹۰) که پیرامون پلانګذاری برای
شاروالیهایی افغانستان تدویر یافته بود اهدا شد.

عبدالباقي پوپل

د ښاروالیو چارو د لوی ریاست رئیس

دولت جمهوری اسلامی افغانستان

اداره مستقل ارګانهای محلی
معینیت پالیسی و مسلکی
ریاست عمومی امور شاروالیهها



د افغانستان اسلامي جمهوریت دولت

د سیمه ییزو ارګانونو خپلواکه اداره
د پالیسی او مسلکی معینیت
د ښاروالیو د چارو لوی ریاست

تصدیق نامه

د سیمه ییزو ارګانونو د خپلواکې ادارې د ښاروالیو د چارو لوی ریاست ښاغلي محمد آصف د شرنه د ښار
ښاروال صاحب څخه د ښاروالانو د ملي کانفرانس چه د لړم د میاشتې د ۲۳ او ۲۴ نېټې باندې دایر شوي
وو د فعال ګډون له کبله درناوې کوي او دغه تصدیق نامه ورته ډالۍ کوي.

د لوی خدای له دربار څخه وطن او خلکو ته د خدمت په لار کې بریالیتوب ورته غواړي.

داکتر فرید ماموندزى

د سیمه ییزو ارګانونو د خپلواکې ادارې
د مسلکي او پالیسي معین

عبدالباقي پوپل

د سیمه ییزو ارګانونو د خپلواکې ادارې
د ښاروالیو د چارو لوی رئیس



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 the 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 FRÖZ
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

