

HUJATULLAH MAIWAND NOORZAD

Address: Ahmad Shah Baba Town District: 12, Kabul Afghanistan

Email: maiwand.1387@gmail.com | **Tel No.** +93 (0) 777667718, +93 (0) 782826144

Nationality: Afghan - **PASHTO** **NATIVE**, **ENGLISH** **FLUENT**, **DARI** **FLUENT** AND **URDU** **FLUENT**

PERSONAL STATEMENT:

A multilingual, Human Resource and Finance Accountancy literate, hardworking, reliable and energetic individual, who thrive on continuous personal development and delivering tangible results to tight deadlines, Flexible and pragmatic, possess excellent communication, interpersonal & leadership skills, able to interact well with people from a diverse range of ethnic and social backgrounds. Seeking a secure position that will lead to work relationship in the fields of HR & Finance;

PERSONAL STATEMENT:

- Name: Hujatullah
- Surname: Maiwand Noorzad
- F/Name: Saidullah Noorzad
- Date of birth: 1982
- Place of birth: 12th District of Kabul, Kabul-Afghanistan
- Marital status: Married
- Nationality: Afghan
- Sex: Male
- E- ID Card No: **1397-0800-03294**
- Email: maiwand.1387@gmail.com
- Mobile No: +93 (0) 777667718, +93 (0) 782826144

KEY SKILLS:

Work based Skills:

- Working well as part of a team
- Expert **Translator/Interpreter**
- Showing initiative and solving problems
- Fully experienced in operating **Microsoft Office**, **QuickBooks** and other **computer applications**
- **Languages:**
Fluent in written and spoken **English**, **Pashto**, **Dari** and **Urdu**

Personal Skills:

- Friendly and approachable
- Showing initiative and solving problems
- Organised and hard working
- Calm under pressure
- Good time keeper
- Strong Communication and Presentation Skill

EMPLOYMENT SUMMARY:

10th - July - 2011 – Till 31st Jul 2013: HR Assistant – Aina Afghan Media and Culture Centre

- Can be responsible for HR basic activities in any Organization, encompassing with preparation of vacancy announcements and organization of recruitment, managing the staff attendances, updating personal profiles, Assisting HR manager in managing in HR section in any organization. Familiarity with NGOs' working environments
- Having fluency in both oral and written English/Pashto/Dari/Urdu is my vital aptitude.
- Can assist the HR Manager on preparation of monthly Human Resources activity reports
- Can Fill record and maintain the leave balance of all staff
- Can ensure HR officer in accordance with Afghan law and Taxes regulations and the any Administrative Handbook.
- Can Help Administrator to ensure appropriate and updated job descriptions for all staff
- Can Prepare, and arrange the process of staff recruitment, Such as:
 - ❖ Development and posting of vacancy announcements.
 - ❖ Screening, long-listing, and short listing of candidates.
 - ❖ Negotiation of employment terms and preparation of contracts.
- Can have the ability of filling system (employment records, correspondence, meeting minutes, etc.) (Soft and hard).
- Keep and maintain a proper and comprehensive staff list with all required information & contacts. (Soft and hard). Familiarity with NGOs' working environments
- Obtain Tax Identification Number (TIN), and Work permit for new joined staff members both national and international, (Soft and hard).
- Can translate letters, memos from English to Dari/Pashto or vice versa related to any Organizations
- Can assist the Admin/HR Specialist in hiring of any Field officers and tracking the contract obligations.
- Can perform others tasks as required by Admin/HR Specialist and any Project leadership.

10th Aug 2013 – Till 31st Dec'2018: Admin/Finance Officer (Fulltime) – Aina Afghan Media

- Have the ability of be responsible for the financial, clerical and administrative tasks assigned.
- Can prepare monthly Standard format of payroll for all staff and update the personnel record.
- Prepare and maintain time sheets of all staff on monthly basis, can issue of ID Cards.
- CAN OPERATE AMERICAN ACCOUNTING SOFTWARE **QUICKBOOKS** STUDIED IN KHAN-I-NOOR UNIVERSITY
- Calculating Salary Taxes, Revenue Taxes, House Rent Taxes BRT Taxes, 2% & 7% Taxes
- Contractors withholding Taxes and other MTN LTO related work and submission of it to Gov
- *Can handle petty cash disbursements, advances, and maintain accurate records of payments and replenishments.*
- Can Maintains office equipment & furniture inventory on standard system.
- Have the ability of handling routine administrative tasks; include calls, mail, and electronic communications and routing messages and information to appropriate individuals.
- Maintain attendance and leave records and report on these.
- Can Keep copies of all Travel Authorization forms signed by authorized ORG approvers
- Can perform others tasks as required by Admin/HR Specialist and any Project leadership.

EDUCATION, TRAINING & QUALIFICATIONS:

- **BACHELOR DEGREE IN EDUCATION LITERATURE =>NANGARHAR UNIVERSITY DEGREE IN ART**
- **DIPLOMA IN BUSINESS ADMINISTRATION =>KARDAN UNIVERSITY SPECIALIZATION IN FINANCE**
- **CERTIFICATE IN BUSINESS ADMINISTRATION =>CHAMBER OF COMMERCE WITH GERMAN SUPPORTS**
- **AMERICAN ACCOUNTING SOFTWARE =>KHAN-I-NOOR UNIVERSITY QUICKBOOKS**
- **MICROSOFT OFFICE USERS SPECIALIST =>MOUS KARDAN UNIVERSITY CERTIFICATE**
- **HIGH SCHOOL CERTIFICATE =>NANGARHAR HIGH SCHOOL CERTIFICATE**
- **SECONDARY SCHOOL CERTIFICATE =>DAAWAT MODEL SCHOOL PESHAWAR**
- **Ms OFFICE(HARDWARE-SOFTWARE) =>KABUL ENGLISH LANGUAGE AND COMPUTER CENTRE**
- **COMPLETED ENGLISH COURSE =>KABUL ENGLISH LANGUAGE AND COMPUTER CENTRE**
- **TRAINED AS A TEACHER (SLT) =>SECOND LANGUAGE'S TEACHER CERTIFICATE**
- **INSTRUCTOR OF ENGLISH AS (SLT) =>KABUL ENGLISH LANGUAGE & COMPUTER CENTRE**
- **INSTRUCTOR OF COMPUTER PACKAGES =>KABUL ENGLISH LANGUAGE & COMPUTER CENTRE**
- **PHOTOGRAPHING =>AINA AFGHAN MEDIA (NGO) CERTIFICATE**
- **DRIVING =>GERMAN TECHNICAL COOPERATION CERTIFICATE**

LANGUAGES:

PASHTO NATIVE, ENGLISH FLUENT, DARI FLUENT, AND URDU FLUENT

COMPUTER SKILLS:

- ***WINDOWS 8, WINDOWS XP7, WINDOWS 7+10 INSTALLATION, PARTITION***
- ***ADVANCE KNOWLEDGE OF MS. EXCEL, MS. WORD, AND MS. POWER POINT***
- ***TYPING: ENGLISH=35 DARI=40, PASHTO=40 WORDS PER MINUTES***
- ***SURFING INTERNET, PHOTOSHOP, PHOTOGRAPHING.***
- ***WRITING LETTERS: (ACKNOWLEDGMENT, INTERVIEWING, REJECTING AND MANY MORE).***
- ***USING THE CAMERA, SCANNER, PHOTOCOPIER, PRINTING AND RADIO OPERATING***

INTERESTS & HOBBIES:

- ***TRAVELLING, READING BOOKS, READING NEWS AND SURFING ON INTERNET.***

REFERENCES:

- 1- **Abdul Wali Mustafa BLUMONT-GLOBAL DEV... Capacity building Coordinator**
Contact Lines: 0789128866, 0777603474 Email: m.wali@hotmail.com
- 2- **Zahidullah Safi Kabul Education University Assistant Professor**
Contact Line: 0786774899 Email: zahidsafi3@gmail.com
- 3- **Abdul Manaf Quraishi Aina Afghan Media-NGO Finance Controller**
Contact Line: 0774131730/0786521728 Email: manafquraishi200@gmail.com