



Rafiullah Salik

CONTACT

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PROFESSIONAL

Not afraid, when required, to take actions independently without consulting a supervisor.

Ability to take decisive action to protect vulnerable service users.

Willing to be responsible for the implementation of care plans.

Flexible, adaptable and able to work effectively in a variety of settings and in cross-cultural situations.

Able to work as part of an integrated car team.

PROFILE

A rigorous, task-driven professional with substantial experience in data entry, customer service, office management, and reception duties. Adept at leveraging superior communication and interpersonal skills to interact with diverse individuals and groups at all organizational levels. Possess incomparable ability to perform accurate and efficient entry of data into administrative software.

Meticulous in my approach to data collection and presentation, I setup and maintain records, incorporating critical information and running high

CAREER

Data Entry Officer

CHA - Kandahar, Afghanistan | 2022 – Current

- Entered customer, sales, and inventory data into computer systems using MIS Website, Excel and Access
- Verified the accuracy of entered data and corrected any errors
- Maintained accurate and up-to-date records and files
- Assisted with special projects and reports as needed
- Transfer data from paper formats to computer files or database systems utilizing keyboards, data records, or optical scanner.
- Compare data to source documents to ensure accuracy.
- Performed modifications, edits, and deletion to the database based on authorized and approved documents.

SBC Social Mobilizer

UNICEF - Kandahar, Afghanistan | 07/2022 – 12/2022

- Responsible for working as part of a team and helping service users overcome problems and lead more independent lives.
- Assisting dysfunctional families to change bad habits
- Motivate community members through orientation sessions and project briefs.
- Collaborate with community leaders, organizations, and government agencies to build partnerships and increase the reach and impact of social behavior change initiatives.

Achievements

- **Certificate** of CE Community Engagement for SBC in CCCs in Humanitarian Action. (**UNICEF**)
- **Certificate** of Protection Mainstreaming. (**DRC Danish Refugee Counsel**)
- **Certificate** of PSEA Protection from Sexual Exploitation and Abuse. (**IOM**)
- **Certificate** of Participation (**Youth & New Generation National Jirga**)
- **Certificate** of Completion (**Afghan Rayan Educational & Development Organization**)
- **Certificate** of completion Go.Data: Building additional dashboards in Power BI (**WHO**)
- **Certificate** of Conflict Resolution & Peace Building (**Pacha Khan Academic & Research Center**)

Languages

Pashto (Native)
Dari (C2)
English (C1)
Urdu (B2)

References

Available on request.

EORE Trainer/ Surveyor

OMAR - Kandahar, Afghanistan | 04/2022 - 07/2022

- Implement EORE activities including direct sessions in different community settings, targeting women, girls, boys and men exposed to risks from explosive ordnance in target areas.
- Calibrated and adjusted surveying equipment to collect trusted and reliable data.
- I liaised and consulted with technical specialists to verify and cross-examine the data.

Information Officer

SNCC - Kandahar, Afghanistan | 2021 - 2022

- Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits.
- Monitor changes or advancements in technology to discover ways the company can gain competitive advantages.

2018 – 2022 English Teacher

Risha Professional Studies

- Teaching students.
- Identify students with special requirements and create individualized plans.
- Assign homework and interesting exercises.
- Determine exam and assignment grades.

2019 -2020 Computer Teacher

Risha Professional Studies

- Teaching students about the hardware and software used in modern computer system.

SKILLS

- Communication Skills
- Leadership
- Skilled in keynote, MS Office
- Teamwork
- Computer technology
- Collaboration
- Attention to detail

Academic

2018 – 2022 Diploma (Education Faculty) Kandahar University

2006 – 2018 Certificate (Secondary School)

Shaheed Abdul Karzai High School

2017-2018 Certificate (MS Office, networking, soft skills)
UKC(United Knowledge Corner), Quetta, Pakistan.

2018 Certificate in 6-month computer program
MC-VTC (Mercy Corps Vocational Training Course), Kandahar.

2017 Certificate in EFL (English as a Foreign Language)
UKC (United Knowledge Corner), Quetta, Pakistan.