

# Curriculum Vitae

## Personal profile

A professional and polite committed individual who is disciplined and conscientious in every task. Well organized, enthusiastic team member with the ability to use initiative to achieve targets and objectives. Highly developed skills in providing support to every task of the organization. I have the ability to work effectively and work at challenging environments.

## Objective

A dynamic team builder and leader who communicates direct and carries complex information in easily understood formats, commits people to action with clear authority and accountability and promotes a positive working environment favorable to teamwork, continuous learning and improvement.

Solving a workplace problem is an actionable and concrete goal for employees to solve. Identify an area that needs to be improved and find a solution to the problem. Paying close attention to the task is the employee main responsibility and using different strategies when delegating tasks to complete the task effectively and efficiently.

## Personal information

Name	Shafiullah Ahmadzai
Father name	Mohammad Rafiq
Nationality Id No.	1400-0102-12070
Date and place of birth	20/10/1993 Logar, Afghanistan
Age	28
Marital status	Married
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## Experience and Skills:

Six years' experience working with different companies.

1. **Finance manager in Hewadwal Road and Building Construction Company 29/11/2018 up to February 2020.**

### **Main responsibilities.**

- Managing and controlling of financial activities of project.
- Recording and controlling of rental machineries expenses.
- Preparing and send monthly budget report to the main office.
- Making entries and reports with using Advanced Quick book
- Monthly report of employees' salary.
- Fixing computer software and hardware problems.

2. **Finance manager** in Azad Construction Company 23/02/2017 –up to August 2018.

**Main responsibilities.**

- Control finance activities
- Management of monthly salary of employees.
- Data entry in Quick book.
- Tax calculation.
- Controlling and organizing activities of office documents of projects.
- Recruitment of employees to the company.
- Writing appropriate petition and applications to the ministries or organization.
- Familiars with different ministry's, organization, NGOs.
- Managing computer working activities.
- Establishing network and communication among computer users.

3. **Finance officer** in Hekmat Bari trading Company Ltd 05/01/2013-28/10/2016.

**Main responsibilities.**

- Making and analyzing financial transaction.
- Collecting information of goods sold and purchased.
- Calculation of financial transaction in the end of month.
- Managing and organizing of goods in store.
- Data entry in Excel.

**Educational background:**

Qualification	School /Institute	Years
Bachelor Business Administration (Hons)	Khana-e-noor University (pole mahmood khan)	2012-2016
Baccalaureate	Ghazi Abdullah model school	2009
DIT (Diploma information technology)	Khana-e-noor University (Shahr-e- naw)	2009
Web application development	Khana-e-noor University of higher education (Shahr-e-naw)	2010
Advanced Quick book	Smart Afghan international trainings and Consultancy (Shahr-e-naw)	2017

**Computer skills**

- Advanced Quick book.
- Carry out mail merges, modify macro scripts, format documents expertly, and execute other complex functions.
- Financial Functions in Microsoft Excel.
- Basic Networking, Web Designing & Maintenance.
- Fixing operating system Computer Basic Networks and Internet Connectivity and Troubleshooting.
- Internet.
- Software and hardware.
- Reading and researching on IT, technology, high-tech innovations, updating devices.

Advanced Quick book accounting, Accounts Payable, Accounts Receivable, Account

Reconciliation Bookkeeping, Cash Flow, Chart of Accounts, Customization, Daily Entries, Data Entry.

□ **Trainings:**

- Financial management training in Khana-e-Noor University.
- Management information training Muhib Jalil trading company
- Customer service training.
- Monitoring and evaluating training.
- Human resources training.
- Research training Khana-e-Noor University.

**Languages skills:**

Language	Reading	Writing	Speaking	Listening
Pashto	Excellent	Excellent	Excellent	Excellent
Dari	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Very good	Excellent
Hindi	Excellent	Excellent	Very good	Excellent

**References**

- **Mohammad Ishaq Ahmadzai**

**CEO of Azad construction Company.**  
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- **Habib-ur-Rahman ghazizoy**

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- **Rafiullah Waheed**

**Monitoring and evaluating manager in Hewadwal road and Building Construction Company**

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