# Experience

 **Freelance Translator-** *Self Employed*  ***Jan 2012- Present***

- Proofread, edit, and revise translated materials

- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions

- Discuss translation requirements with clients, and determine any fees to be charged for services provided

## Lecturer— *Orooj Institute of Higher Education*  Mar 2016—Present

* Delivering lectures

- Classroom management

- Preparing and setting tests, examination papers, and exercises

## Grants and Budgeting Officer—*MOBY Group* Feb 2016—Present

* Assist with implementation and maintenance of grants management
* Develop a good working understanding of each donors’ goals and strategies, and what each donor will consider funding
* Developing competent proposals to various donors
* Develop event budgets and calculate expenditures
* Provide reports to donors as needed
* Develop Roshan Afghan Premier League’s strategic plan and assist in its business development aspects

## Translator & Social Media Team Member—*MOBY Group* Aug 2015 — Present

* Translate related documents
* Generate contents for RAPL’s (Roshan Afghan Premier League) social media platforms
* Proofread, edit and revise translated materials

## Internee at Finance Division –*Etisalat Afghanistan* *Jan 2014- Mar 2014*

Key Responsibilities:

- Carried out all tasks assigned by senior personnel in the finance and procurement divisions of the company

- Processed all cost related issues at the payable department of the company

- Processed payrolls, taxes, WHTs and driver sheets at the payroll department

- Processed and learned the purchasing cycle and tagging of the major assets of the company in the fixed assets department

## Instructor-*Anis Science Learning Centre* *Apr 2011- Apr 2012*

Key Responsibilities:

- Teaching university entrance test preparation classes

- Classroom management

- Preparing and setting tests, examination papers, and exercises

# Education& Training

## Bachelor of Arts in Economics – Kabul University April 2011- November 2014

# Diploma in Business Administration – Kardan University April 2014 – April 2015

# Leadership/Volunteerism

## Volunteer Lecturer— *Orooj Institute of Higher Education*  Mar 2016—Present

* Delivering lectures

- Classroom management

- Preparing and setting tests, examination papers, and exercises

## Event Organizer— *Startup Grind Afghanistan*  Feb 2016—Present

* Delivering events on time

- Helping with different aspects of event management

- Helping in event planning, theme planning, guest list, etc.

# International Experience

## Global Business Institute—*Kelley School of Business, Indiana University, United States*  June 2015—July 2015

## South Asia Economics Students Meet (SAESM) —*Independently Organized Conference, Bhutan*  Dec 2014—Dec 2014

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