**Ahmad Haris “Qurieshi”**

DIT, DBA, BA (Economics)

**Burgstraat 52, Destel Bergen, Gent**

**OBJECTIVE:**

A position where education and experience, combined with positive interpersonal skills, initiative, and the capacity to motivate others, can be utilized to mutual benefits.

**PERSONAL INFORMATION:**

**F/Name:** Abdul Qudoos

**Gender:** Male

**Date of Birth:** 1991

**Place of Birth:** Kabul

**Contact No:** 0466 392928

**Nationality:** Afghan

**E-mail:** a.h.qurieshi@gmail.com

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Institution** | **Diploma/ Degree Awarded** | **Specialization** |
| 2011 | **Kabul University(KU)** | **Bachelor of Economics** | **Finance and Banking** |
| 2012 | **Weesa International University** | **DBA(Diploma in Business Administration)** | **Management** |
| 2011 | **Tulo-e-Aftab Institute of Higher Education** | **DIT(Diploma in Information Technology)** | **General** |
| 2010 | **Tulo-e-Aftab** | **DBA (Diploma in Business Administration)** | **General** |
| 2007 | **Abdul Hadi Dawi High School** | **Baccalaureate (10+2)** | **General**  |
| 2005 | **ELP English Language Centre** | **Certificate in English Language –IRC System**  | **English Language** |

# COMPUTER SKILLS:

**System Software (OS):**

* DOS 6.22, Microsoft. Windows(XP, Vista, Seven, 8)

**Application Software:**

Productivity/ Business Software Packages:

**Word Processing:**

* Microsoft Pocket Word.

**Spread Sheet:**

* Microsoft Excel 2010

**DBMS RDBMS (Data Base Management System):**

* Microsoft Access 2010

**Presentation Graphics:**

* Microsoft Power Point 2010

**Personal Information Manager:**

* Microsoft Outlook (Express & Binder)

**Project Management:**

* Microsoft Project 2010

**Accounting:**

* Intuit Quick Books

**Paint/Image/Editing:**

* Adobe Photoshop, Microsoft Publisher

**Web Page Authoring:**

* Microsoft Front Page, Macromedia Flash, Macromedia Dream weaver

**Communication Software:**

* E- Mail, Web Browser, Chat Rooms (voice & Video), News Group, Instant Messaging, Groupware, Video Conferencing

**Networking:**

* N+

**Hardware:**

* A+ Hardware Certification

**Troubleshooting:**

* Software, Hardware, Networking

**Work Experience:**

**Position: Visiting Lecturer/ Part-Time (Early Morning)**

**Date:** March 2014 – Oct 2015

**Employer**: Dunya University of Afghanistan

**Department** : Academic

**Address:** Parwan e 3, Kabul, Afghanistan

**Duties and Responsibilities:**

* Delivering daily lectures for the BA and BBA students on Business Policy and Strategy, Change Management, HR Management, Innovation Management, Operations Managment and Principles of Management
* Preparing notes, handouts, presentations and other types of course materials needed.
* Preparing assessment papers and developing tools for improving and ensuring effective system of assessments.
* Any other task assigned by the line manager from time to time

**Position: Business Development Services (BDS) Director**

**Date: 15** January 2015 – Sep 2015

**Employer**: Afghanistan Chamber of Commerce and Industries

**Department** : Business Development Service

**Address:** Chaman-e-Huzuri, Kabul, Afghanistan

**Duties and Responsibilities:**

* Coordinate the support for provincial chambers for consulting on business plans and foreign trade rules
* Prepare business start-up document packages for publication and dissemination
* Design start-up and SME promotion projects
* Recommend suitable members for loans, grants, and credit guarantee funds
* Follow-up on credit rating policies / consultancy
* Facilitate national and regional investment promotion plans
* Advise in preparation of business plans, offers, curriculum development for IHEs, proposals, and Manuals
* Advise in drafting of trade contracts, enterprise profiles, product fact sheets
* Advise in marketing policies (advertisements, market surveys, branding)
* Develop strategy and coordinate with other departments and 21 regional BDS officers
* Administration (meetings, budget, human resources, coaching)
* Regular meetings on curriculum development with MoSALMD, MoE, WB, ILO and other stake holders
* Oversee efficient further day-to-day operations of the department as there are

**Position: Small and Medium Enterprises (SMEs) Manager cum Project Coordinator**

**Date:** March 2013 – January 2015

**Employer**: Afghanistan Chamber of Commerce and Industries

**Department** : Business Development Service

**Address:** Chaman-e-Huzuri, Kabul, Afghanistan

**Duties and Responsibilities as an SME Manager:**

* Preparing of Administrative related documents such as factsheets for events or projects, outlines, work plans, department working procedures, and directories
* Preparing technical documents; business plans, project proposals, company profiles, curriculums, MoU’s, manual (Finance, HR, and Procurement) and so on
* Assist HR and Admin in establishment, revise and update of manuals and HR employees handbook
* Organizing short term training workshops with the stakeholders for businesspeople.
* Delivering trainings on how to start a business, Financial Accounting, and Business Ethics
* Advise businesspeople on how to start a new business, how to expand existing operations and other issues related to the business activities
* Develop and implement surveys on businesspeople training needs
* Worked, up to date, on three big projects proposal and budget design (Business Information Center, ACCI Mobile Application and HR Database) for ACCI with Harakat and GIZ
* Stay in touch with ACCI partners and stakeholders
* Assist the local businesses in access financial services and loans
* Prepared guidelines (My Publication) under the name of: SMEs General Guideline, SMEs Access to Finance, Shariah Compliant Business, Small Business Guide and Think Small First
* Events Management (such as; Workshops, B2B Matchmaking, and Trainings)
* Any other duties assigned by the BDS Director

**Project Coordinator**

**Date:** March 2014 – January 2015

**Employer**: Afghanistan Holding Group Project funded by USODC

**Department**: Business Communications Hub

**Address:** **ACCI Campus, Chaman-e-Huzuri, Kabul, Afghanistan**

**Duties and Responsibilities as a Project Coordinator:**

* Business Hub Establishment
* Encouragement of businesspeople to use Business Hub as an space for communications with their partner in the region, USA and in provincial level
* To held online B2B’s, trainings and workshops for Business Community
* To enhance online meetings between business people inside or outside Afghanistan
* To interpret between Afghan and English spoken businesspeople

**Position: Academic Manager**

**Date:** June2012- Mar 2013

**Employer**: Sayed Jamaluddin Afghan Institute of Higher Education

**Department** : Administration

**Address:** 1st Mackroryan, Kabul, Afghanistan

**Duties and Responsibilities:**

* Preparing Administrative related documents
* Providing all documents of the teachers to the office and Ministry of Higher Education
* Collecting students documents and preparation of Kankur exam in accordance to regulations of Ministry of Higher Education
* Responsible for all employment procedures of academic staff and teachers (includes Shortlisting, interviewing, Hiring, extensions, and terminations) in the light of institute’s rules and regulations.
* Arranging new academic year classes and updating the documents of the students and teachers and sending them to Ministry of Higher Education
* Creating and Updating the academic syllabus for different educational programs
* Development of quality standards and codes of ethics and ensuring quality in system
* Helping Finance manager in preparing the finance related documents and Practicing finance rules and regulations
* Devising financial and administrative manuals for the office
* Helping admin with the filing system and practicing the administrative rules and regulations
* Reporting day-to-day activities to Chief Executive Officer
* Preparing Financial and Administrative daily reports to Chief Executive Officer
* Preparing Financial and Administrative Monthly reports and submitting it to Chief Executive Officer
* Analyzing the financial status of the institute
* Delivering trainings for staffs
* Any other task assigned by the line manager from time to time

**Position: Lecturer**

**Date:** June 2012 – Nov 2013

**Employer**: Sayed Jamaluddin Afghan Institute of Higher Education

**Department** : Economics

**Address:** 1st Mackroryan, Kabul, Afghanistan

**Duties and Responsibilities:**

* Delivering daily lectures for the BA and BBA students on Financial Accounting, Insurance, Cost Accounting, Tax Accounting and Taxation Law, Financial Management and Business Finance
* Preparing notes, handouts, presentations and other types of course materials needed.
* Preparing assessment papers and developing tools for improving and ensuring effective system of assessments.
* Attending training workshops, meeting ….
* Any other task assigned by the line manager from time to time

**Position: Sr. Finance Manager**

**Date:** 2010-2012

**Employer**: Tolo-e-Aftaab Institute of Higher Education

**Department** : Finance Manager

**Address:** Taimani, Kabul, Afghanistan

**Duties and Responsibilities:**

* Coordinate all banking transactions of TIHE.
* Maintain proper books of accounts on the QuickBooks and Abacus computerized accounting systems.
* Conduct proper review of all transactions entered into books of accounts are adequately supported by documents and correctly allocated to appropriate billing codes.
* Review vouchers for cash disbursements, and recommends approval from director.
* Monitor and approve reconciliation of bank accounts, cash counts, payable and receivable accounts carried out by Accountant.
* Review all checks and other payments to vendors, government taxes, grantees, and
* Subcontractors and ensure that are timely paid, and properly coded based on chart of accounts.
* Coordinate with all departments and compile monthly cash estimates and cash/wire requests from main office in consultation with the director.
* Work with the Logistics Manager and Operations Manager to maintain the field-level inventory report in an accurate, complete and current manner. Verify inventory twice a year.
* Ensure that, at all times, financial records are kept in accordance with TIHS Policy and Procedure.
* Actively promote safety and security of project financial records.
* Train, supervise and oversee the work of project accountant and bookkeeper ensuring that staffs perform efficiently. Conduct staff performance management reviews on regular basis.
* Perform any other financial tasks assigned by the director and program manager to ensure efficient and smooth support to the project
* Adheres to organizational rules and regulations
* Any other duty within the incumbent’s capabilities as assigned by the head of office

**Position: HR and Admin Manager| Part Time (6 hours per day)**

**Date:** 2008-2010

**Employer**: Uruj Institute of Higher Education

**Department**: Finance and Administration

**Address:** Kart-e- Char, 3rd street, Kabul, Afghanistan

**Duties and Responsibilities:**

* Managing and administrating the HR related affairs of the institute.
* Managing the recruitment process of the institute included announcement of vacancy, shortlisting, inform candidates for test and interview, participate as a member of interview panel and preparation of final result and hiring recommendations
* Preparing the job offers and contracts
* Responsible for all employment contracts (includes issuance, extensions, promotions, transfers, demotions and terminations) in the light of institute’s rules and regulations.
* Writing job descriptions with close cooperation of relative department, performing job evaluations, conducting and analyzing compensation surveys.
* Maintaining of the HR MIS system on daily basis and update of staff contacts and personal information on quarter basis
* Assist in update of employee manual and advice on code of conducts and policy revise
* Controlling time sheets and leave sheets and Monitor and oversea the HR filing system
* Develop, monitor, supervise and report to the finance department the monthly payroll of institute’s staff
* Develop and deliver core HR services including induction, training and development, employee and organizational relations.
* Ensuring meetings are well organized and controlling staff attendance sheet.
* Preparing of monthly action plan for HR and Admin team
* Preparing of Annual operational plan for HR and Admin team
* Controlling drivers, office stationary, inventories, the procurement procedure on daily basis
* Any other task assigned by the line manager

**TRAININGS and WORKSHOPS ATTENDED:**

* Quality Assurance in TVET Systems ILO Regional Office/ Bangkok
* WISP3 TPG Academy/ Netherlands
* Business Journalism AHG, Business Edge Module/ Afghanistan
* Project Management AHG, Business Edge Module/ Afghanistan
* Financial Management/Accounting AHG, Business Edge Module/ Afghanistan
* Sales and Marketing AHG, Business Edge Module/ Afghanistan
* Entrepreneurship AHG, Business Edge Module/ Afghanistan
* Tailor Made Training **(HR, Marketing, SME Needs Assessment)** TPG Academy, Netherlands
* WTO UNESCAP/ India
* Freight Forwarding TAFA/USAID/Afghanistan
* Soft Skills ACCI/ Afghanistan
* Investment Promotion ACCI/ Afghanistan
* Effective Communication Skills ACCI/ Afghanistan
* Financial Tools for Managers WEESA International/ Afghanistan

# LANGUAGE SKILLS

* Dari( Mother Tongue)
* Pashto (Excellent)
* English (Very Good)
* Urdu/ Hindi (Very Good)
* Nederlands (Beginner)

**REFERENCES:**

1. Mr. Zarif Aminyar: Faculty Chancellor, Dunya University

**Email:**z.aminyar@gmail.com

**Contact No#** 0093 799153604

2. Mr. Atiqullah Nusrat, CEO, ACCI

**Email:** atiqullah.nusrat@acci.org.af

**Contact No#** 0093 796652222

 I Ahmad Haris Qurieshi certify that the information provided in the above curriculum vitae is true to the best of my knowledge and understanding.

**Signature**

**Ahmad Haris Qurieshi**