CV - Mohammad Zia Hashimi

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Nationality: Afghan

Marital Status: Married

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**Profession:( Translation and editing + Designing)**

**Working Experiences**

1. **Students Affairs Manager: Bakhtar University, C.S. Faculty, Kabul, 02/05/2021- 30/10/2021**
* Solving all the teaching & student’s affairs
* Writing official letters to different departments of the Bakhtar University
* Registering and answering all incoming and going official letters
* Preparation and arrangement of annual graduated students of BCS & MSCS.
* Prepared attendance sheets for both lectures and students.
* Submitted the lectures’ attendance report to finance department
1. **Adman & Finance Manager, Silk Road Hostel-Tashkent, 03/01/2021- 04/03/2021**
* Responsible for all finance affairs (income, expenses and Taxes.
* Responsible for hiring all staff of the Hostel.
* Consulting to the guests about Tashkent rules and laws of Tourism affairs.
* Responsible for sharing incomes to the company’s partners.
* Responsible for check in and check out.
* Prepared payrolls for the staff.
* Arranged all documents regarding to administrations and managements
1. **Admin & Finance Manager, Daimirdad C. Co Kabul, 05,04,2017 to 30. Dec.2020**
* Providing Monthly, Quarterly and yearly budget plan for the organization.
* Providing monthly expense report for the director of the organization.
* Procurement of monthly needs of the décor and construction projects.
* Recruitment of new staff (providing job description and interview.)
* Translation of documents to our national languages.
* Preparation of projects estimation for the director.
* Preparing and amending the business plan of the organization.
* Taking report from employees and observing them.
* Providing the letters, suggestions, leave forms, attendance sheets for the organization.
* Observation of the project’s expenses and confirming to its estimation and result.
1. **E.S.L. Teacher (Part Time), Afghanistan Analysts Network,01,01,2019 -30,12,2019**
* Taught English language Text Book to Staff.
* Taught English Language Grammar
* Taught Conversation classes.
1. **PDU Manager, Allamah Institute of Higher Education, Kabul, 08-08-2016 to 18-06-2017.**
* Coordinated all USIAD programs for Allamah University.
* Managed the English language classes and set timetables for English Language teachers.
* Prepared attendance Sheets & Lesson plans for teachers
* Assessed the English classes and demoed and hired new English teachers.
* Translated documents for the administration.
* Set P.T.T. program
* Set agendas for teachers and give new instruction for improving their teaching methods.
* Taught TOEFL preparation classes.
* Taught English Language Grammar
1. Translator/Interpreter, Ministry of Mines & Petroleum of Afghanistan, (April 2009 to 25, MARCH 2016)
* Translate the English reports to Persian Language and vice versa for the Afghanistan Geological Survey.
* Translate the proposals, reports, letters, contracts and some formal documents.
* Answer to calls coming to foreigners.
* Translate the speeches in the conference and meetings to one of local language of Afghanistan.
* Translate the other documents that other Directorate under the Ministry of Mines orders.
* Take notes during meetings and share minutes of meetings
* Prepare monthly, quarterly and annual activities report to the main Director
* Cooperation with publication section in order to publish the Mine Magazine.
1. Technical Translator (part time) ENTIQAL LCC, Aug *2011 to 28 -Feb 2012,* Afghanistan, Kabul
2. E.S.L. Teacher, Bo *Ali Seena English Language & computer Centre, Peshawar,* 06/04/2005 to 06/04/2006
3. E.S.L. Teacher. (K.E.L.C), *Peshawar – Pakistan, Jan 2001 to Dec 2005*

Educations

* Bachelor degree in International Relations from Gharjistan University -2013-2016
* -Baccalaureate, Naderia High School, Kabul, March 1986 -1997
* E.L. Grammar Certificate, T.T.A, Peshawar, Pakistan,10/03/1999-03/09/2000
* C.I.T. (Certificate in Information Technology), J.D.C.A. Kabul, (Oct, First 2006 to 30, 03,2007
* S.L.T. (Certificate Seminars in Language training), K.E.L.C. Peshawar, 30/08/2002- 20/09/2002
* S.L.T. (Certificate Seminars in Language training), K.E.L.C. Peshawar, 01/02/2001-30/01/2002
* Certificate in Graphic Designs (Adobe Photoshop, InDesign and adobe premiere) 2023

Skills

* Proficient in Word, Excel, PowerPoint, Access, Photoshop, InDesign, and adobe premiere.
* Translates various documents from English to Persian and vice versa.
* English language Grammar.
* Bilingual (Persian & English and Pashtu).
* Good Command of English Language; Spoken and written.

Achievements:

* Translation Achievement Certificate from Ministry of Mines & Petroleum, Waheedullah Shahrani, Minister of Mines & Petroleum, July 2012 Kabul Afghanistan
* Translation Achievement Certificate from inteqal LLC, Ms. Zuhra Bahman, the founder & director, February 2012, Kabul Certificate
* Appreciation Certificate from Allamah Institute of Higher Education, Sayed Hashimi Alavi, the director and the owner of the Institute, June, 2017

References

* + 1. Mr. Nasrallah Jamali: Admin, Afghanistan First Rate, / Phone: 0797145014/ 0786441755, jamal.kabul@gmail.com
		2. Mr. Waheedullah Amiri Compound Manager, Afghanistan Analysts Network, / Phone: 0700279167, wahid@afghanistan-analysts.org
		3. Mr. Rohullah Srush Researcher ,Afghanistan Analysts Network, / Phone: 93(0) 707 476263/ +93(0)790690857 Email Add: rohullah.sorush@gmail.com
		4. M. Haroon Popalzai Admin/Finance Manager, Afghanistan Analysts Network mharoonpopalzai@gmail.com – Phone:: 0700 028 466