**Curriculum Vitae**

 **Full name: Nasir Ahmad Nasrat**

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 **Email:** nasir.noorzay@gmail.com / nasirahmad.nasrat@yahoo.com

 **Address: 3rd** Street **,** 4TH District, Farah, Afghanistan

 **Date of Birth:** 22/June/1986

 **Marital status:** Bachelor

 **Current Place:** Farah

**Academic Qualifications:**

* **I Have Acquired A Scholarship From I.C.C.R. (Indian Council For Cultural Relations)**

 **Through A Competitive National Level Examination In 2007.**

* **Higher Education For Almost Four Years In India:**

* **I have Obtained Bachelor in three related fields from St. Philomena’s an Indian an A+ Grade College Accredited by the NAAC, and affiliated by the University of Mysore Karnataka India:**

 **B A: E, S, P,P,E:** (Economics, Sociology, Political Science, Persian and English)

 2008 to 2011 from **St. Philomena’s an A + Grade**

 **College** Accredited by the NAAC, and affiliated by the University of Mysore

 **High school**, Ataradi Nawbahar High school Farah

 Province in 2007.

* **Holder of several Certificates such as Experience Certificate of two**

**years. English language Program, I.R.C. certificate. Human Rights . Certificates, Cyber Law Certificate.**

* **I have earned almost five years’ experience in various positions from abroad and Afghanistan**

* **Final Year Modules and Academic Skills in**

**Economics:**

Managerial Economics, Theory and practice of Banking, Economics of Development.

International Economics, Financial Economics, Public Economics.

**Sociology:**

Rural sociology, Social Problems, Medical Sociology, Women’s Study, Social Stratification and Social Movement.

**Political Science:**

Human Rights, International Relations, Public Finance, Personnel Administration and constitutions of Modern Governments like, Constitution of United Kingdom, Constitution of United States of America and Constitution of Switzerland. Constitution of China.

**Languages:**

**English.**

Modern English in use, old English Shakespeare sonnets, Prose in English, Novel in English …

**Persian.**

Persian Literature, Old and Modern like Sahdi Poems ,Hafez Poems ,Shaamlu’s plain poem…

**Objectives:**

To serve humanity, especially to my war-torn country and my nation. and secure a promising position that offers both a challenge and a good opportunity for growth.

**Personal Skills And Competences.**

**Language(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fluency** | **Speaking** | **Writing** | **Listening** |
| ***Pashto*** | Professional user | Professional user | Professional user |
| ***Dari / Persian*** | Professional user | Professional user | Professional user |
| ***English*** | Excellent | Excellent | Excellent |
| ***Urdu*** | Primary | Excellent | Not Bad |
| ***Hindi*** | Not bad | Primary | Not bad |
| ***Arabic*** | Not bad | Excellent | Good |

**Computer Skills And Competences**

**Software packages:**

1. Microsoft Office Competent with most Microsoft Office programmers
2. Photoshop.
3. Quick book.
4. Video studio.
5. Sonar music creator.

**Operating Systems:**

 Windows 2000/ME /XP, Vista, windows 7, windows 8 and Linux.

**Internet software and applications:**

Internet Explorer, Mini opera, Fire fox, and many other new applications related to internet.

**Personal skills:**

1. Multi-linguist.
2. Proposal Writing.
3. Translation.
4. Management.
5. Poem Writer.
6. Public Speech.
7. Critic.
8. Comparative religion/ Philosophy schools student.

**Personal semi-Skills.**

**Communication (written and spoken) / Interpersonal skills.**

I am now ready to take on new responsibilities to further my professional career.

My key strengths include strong analytical and logical skills, an eye for detail, communication and interpersonal skills.

I am confident who can mingle and associate with people because I am naturally a communicative person who likes to share knowledge and eventually create a peaceful. Harmonious and fruitful environment.

**Organizational skills:**

1. Please refer to Leadership skills

**Team work skills:**

1. Please refer to Leadership skills
2. As I am a football player and I was also in charge of couching and heading the Afghan students football team in Mysore, surely and purely I have realized the importance of team work through my experience and how to work as a team and eventually achieve the determined goals and aims. I enjoy working in a team and help others progress. At the same time I work well independently.

**Innovative /Creative thinking:**

I am a creative and innovator person who likes think out of the box. And this positive thinking has granted my fruitful ends.

**Leadership skills.**

1. Acting Directorship
2. Project Management
3. Financial Management
4. Football Team Capitan
5. Couching

**Work Experience:**

**With SWRCA.(Services of Relief Center for Afghanistan)**

Position: Project Manager/ Proposal Writer

Date: 2007 until 2008.

W. Timing: Full Time.

**Main Job Tasks and Responsibilities**

* lead the planning and implementation of project
* facilitate the definition of project scope, goals and deliverables
* define project tasks and resource requirements
* develop full scale project plans
* assemble and coordinate project staff
* manage project budget
* manage project resource allocation
* plan and schedule project timelines
* track project deliverables using appropriate tools
* provide direction and support to project team
* quality assurance
* constantly monitor and report on progress of the project to all stakeholders
* present reports defining project progress, problems and solutions
* implement and manage project changes and interventions to achieve project outputs
* project evaluations and assessment of results.

**With SWRCA.(Services of Relief Center for Afghanistan)**

Position: Acting Director 2011 until Now/Proposal Writer

Date: 2011 till Now

W. Timing: Full Time

**RESPONSIBILITIES**

* Full delegated authority to act on behalf of the Executive Director in his absence;
* Responsible for the development and execution of the Foundation's technical strategy;
* Provides leadership and direction for technical staff, setting an effective agenda and ensuring performance goals are met and set;
* Represents the organization to the public, key stakeholders and business partners;
* Provides guidance, as requested by the Executive Director, for fundraising and donor management, business development and partnership activities;
* Provides guidance, as requested by the Executive Director, for program activities including outreach, volunteer coordination and partnerships development, as well as marketing, media relations, public relations and issues management activities;
* Other duties as requested by the Executive Director.

**With S.G.C.C (Safi Ghani Construction Co)**

Position: Financial Manager

Date: 2011 till 10/2012.

W. Timing: Part Time.

**Typical activities include:**

* providing and interpreting financial information;
* monitoring and interpreting cash flows and predicting future trends;
* analysing change and advising accordingly;
* formulating strategic and long-term business plans;
* researching and reporting on factors influencing business performance;
* analysing competitors and market trends;
* developing financial management mechanisms that minimise financial risk;
* conducting reviews and evaluations for cost-reduction opportunities;
* managing a company's financial accounting, monitoring and reporting systems;
* liaising with auditors to ensure annual monitoring is carried out;
* developing external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organizations such as the Inland Revenue;
* producing accurate financial reports to specific deadlines;
* managing budgets;
* arranging new sources of finance for a company's debt facilities;
* supervising staff;
* keeping abreast of changes in financial regulations and legislation.

**With (More. mega store)**

Position: Sales Manager.

Date: 2009 till 2011

W. Timing: Part Time.

**Responsibilities**

* Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
* Responsible for the performance and development of the Account Executives.
* Prepares action plans by individuals as well as by team for effective search of sales leads and prospects.
* Initiates and coordinates development of action plans to penetrate new markets.
* Assists in the development and implementation of marketing plans as needed.
* Conducts one-on-one review with all Account Executives to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Account Executive’s sales and activity performance.
* Provides timely feedback to senior management regarding performance.
* Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.
* Maintains accurate records of all pricings, sales, and activity reports submitted by Account Executives.
* Creates and conducts proposal presentations and RFP responses.
* Assists Account Executives in preparation of proposals and presentations.
* Controls expenses to meet budget guidelines.
* Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
* Recruits, tests, and hires Account Executives based on criteria agreed upon by senior management.

I have voluntarily worked with a well-known Indian huge shopping Mall(More. mega store) as a Sales Manager for a period of two years in Mysore city, Karnataka, India just for acquiring experience in related field.

Hence I am pleased and grateful that I have got precious experience from abroad in my related economics field.

**Why I Am Applying For This Position.**

By getting a promising job I am ready to resign and work with your organization. As I am highly motivated and driven individual I strive on taking up challenges.

1. Secure a promising position that offers both a challenge and a good opportunity for growth
2. Interested.
3. Taking up new challenges.
4. Earning fresh experience.
5. Serving in an efficient way and tackling down real environment Challenges.
6. Eventually, human Service efficiency and willing God approaching Peace of Mind

**References:**

Mr.Juma Khan Bashiri Director of SWRCA

Phone number. 0799363523.

Mr. Qais Barakzai Deputy of strategic National Security Council, Presidential Palace Kabul.Phone number: 0704608048

Mr. Rafiq Nawbahari. Maintenance Engineer of MTN in Farah province.

Phone number: 0772223628

Mr. Yaqub Azimi. Secretary of Supreme Court.

Phone number: 0707905505.

**Current Personal- Engagement/Work.**

1. I have intended to translate, paraphrase and intemperate a massive Economics Dictionary consists of more than forty thousand words to my mother tongue Pashto.
2. Learning Arabic Language.
3. Curriculum Developer of Learning Centers and Institutions which are providing Language Courses.
4. Guiding students who want to study abroad.

**INTERESTS:**

**Sports:**

Football, Volleyball, Chess And Swimming**.**

**Music:**

Soft Rock, Techno, Traditional Poetic Music**.**

**Traveling:**

Both to Modern And Ancient Spots.

**Reading:**

Scientific Books, Economics, Political Science and Sociology.

**Public speech:**