**CURRICLUM VITA**

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**Full Name:** REZA KHODADADI

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**Phone:** 0093 (0)789232136

**Former NATO/USA Employment No:** AFG0607

**Permanent Address:** Afghanistan**,** Herat City. 13 District

**Skills**

* **Primary**  Political and Economic Affairs
* **Secondary** Security and Military Affairs
* **Tertiary**  Research and Translation

**Work Experiences:**

* Laboratory Specialist Staff- International Economic/ Business Company- Herat, Afghanistan- 2017 to 2019

**Job Descriptions:**

* Control and Checkup the Production Beverage Line in daily basis per hour according to the Experimental Standard Quality and Healthy Formulas.
* Provide Weekly and Monthly Quality Statues Report and Give it to Line Manager and LAB Manager.
* Supervised and Periodically Monitored the STOCK DEPOT at all aspect and provide a Statues Report.
* Keep clean the LAB Office and be held responsible of LAB Office Equipment and Tools.
* Cultural Affair Advisor Assistant- Local National NGOs. Kabul, Herat, Afghanistan- Jan 2012 to Dec 2009

**Job Descriptions:**

* Typed and word- processing various documents and electronic information.
* Analyzed and interpreted data to produce relevant reports.
* Act as interpreter when in the meeting needed.
* Participated in the meetings" workshops and seminars as the representative of organization
* Copyed files and Documents, including proposals and holding them to the Head of programs.
* Reported to the project Manager when any problems encountered.
* Made and analyzed the proposals and submitted to the foreign Donors
* Local National Linguistic Assistant- NATO Civilian Advisors - Herat. Afghanistan- 2006 to 2012

**Job Description:**

* Typed and translated various Dari and English Documents and Electronic Information correctly with the best knowledge.
* Participated in any military meetings and workshops and seminars as an interpreter and going to any missions out of post in case of needs.
* Explain and clarifed the Afghan and Western Cultures and Customs for both Foreign Mentors and ANA-ANP sides based of mutual respects.
* Assisted High USA.and NATO Ranking Officer and ANSF on trnslation and interpretion
* Condaucted Live and Simoltaneouse Interpreation with the respective equipments and divices
* Perform and additional tasks assigned by Chief of Interpreters
* Loan Officer- International NGOs (BARAC) - Herat. Afghanistan- Jan 2005 to July 2005

**Job Description:**

* Typed and word- processing various documents and electronic information on different languages
* Analyzed and interpreted data to produce relevant reports.
* Organized and Looking for Targted Community Groups for Loan Distribution Program.
* Participated in the meetings and workshops and seminars as the representative of organization and interpreter.
* Kept Maintaing the Admin Paper works and put them on processing
* Reported to the project Manager when any problems encountered.
* Made and analyzed the Loan Requsiztion Form and submitted to the Program Manager.
* Overseas Affair Liaison- Local National NGOs –Herat, Kabul. Afghanistan- Jan 2004 to Dec 2004

**Job Descriptions:**

* Typed and word- processing various documents and electronic information.
* Analyzed and interpreted data to produce relevant reports.
* Taken part into the Joint Partenership Breifing betwenn Afghan NGOs and International Donors and Agencies
* Participated in the workshops and seminars as the representative of organization
* Reported to the Director of Organization in Monthly Basis about Future Planning
* Wrote, produced and analyzed Proposals and submitted to the foreign Donors
* Acted as the Overseas Representative of Afghan NGOs in National and Strategic Level

**Language and Computer Skills:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Computers** | **Understanding**  | **Writing** | **Speaking** | **Reading** |  |
| Windows XP-7-VISTA and… | **Operating System** | Fluently | Fluently | Fluently | Fluently | **Dari** |
| Adobe Premiere- Adobe PhotoShop-Corel Draw-Ulead Video Studio  | **Graphic** | Good | Excellent | Good | Excellent | **Pashto** |
| Word-Excel-Power Point-Access | **MS Office** | Not Fair | Fluently | Not Fair | Fluently | **Arabic** |
| Primary Program  | **Networking** | Not Fair | Good | Not Fair | Good | **Italy** |
| E-mailing- Downloading-Uploading-Chatting…  | **Internet**  | Excellent | Excellent | Excellent | Excellent | **English** |
| Copying-Scanning- Typing  | **Others**  |  |  |  |  | **Others** |

**Education Records:**

 **Degree Year Major College/University**

* Male High School (IRAN) Diploma 2003 Anthropology
* Eshragh Private Higher Education University- Bachelor 2013 Public Law and Foreign Diplomacy

**Professional Training:**

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| --- | --- | --- |
| Computer Skill Training ( MS Office Word-Excel-PowerPoint- Typing- Internet) | Herat. City-Afghanistan | From: Jan/ 2004To: Dec/2004 |
| English Language Training ( Advance 3 )  | Herat. City-Afghanistan | From: Jan/ 2002To: Dec/2005 |
| Organizational Management and Leadership Training Course  | Kabul. City-Afghanistan | From: March / 2006To: Dec / 2007 |
| Combat Medical Training Course  | Mazar Sharif. City-Afghanistan | From: Sep /2006To: Nov /2006 |
| Multimedia Development Training Course  | Kabul. City-Afghanistan | From: Feb /2006To: March /2006 |

**Awards and Publications:**

* Received many Recommendation and Certification Letters as an NATO National Linguistic Assistant.
* Translated many Technical, Political and Scientific Topics, Essay and Manuals from English to Dari and vice versa.
* Written a Research Political Book named to 2012 Middle East Geopolitical Chaos
* Translated Political and Historical Book Named to (Multiple Identities of The Middle East) written by Popular UK **Profs. BIRNARD LOIES** from English to Dari/ Farsi
* Translated Political and Historical Book Named to (Cultural of Terrorism) written by Popular USA **Profs. NOAM CHOAMSKY** from English to Dari/Farsi