



Mohammad Refah “ ”

S/O: Jalaluddin
ADDRESS: MAZAR-E-SHARIF, Afghanistan
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My objective is to achieve my goal in a challenging and competitive workplace that utilizes my analytical, problem solving, conceptual and interpersonal skills to an optimal level and where I can develop my personality to the greatest possible extent.

Personal Details

Full Name	:	Mohammad Refah
Father's Name	:	Jalaluddin
Sur Name	:	Karimi
Nationality	:	Afghan
Marital Status	:	Single
Sex	:	Male
Date of birth	:	1997
Hobbies	:	Reading Novels, listening music, Watching TV programs
Permanent Add	:	5 District Mazar e Sharif Afghanistan
Contact #	:	0794207707

Professional Development

- Law and political science in Taj University 4th Semester 2018
- Certificate of proficiency in English Bashiri Education Center, Mazar-e-Sharif 2015- 2016
- Baccalaureate Sayed Esmail Balkhi High School 2004- 2016
- Studied Basic Programs AND MS Office Programs in Gadget Computer Academy 2014-2015
- Certificate of Azeraksh Education Center / Mazar-e-Sharif 2002- 2003

Key Areas of Responsibility:

- Overall project coordination and ensuring project implementation in compliance with approved Proposal, internal and external rules and regulations, standards of humanitarian and development Help needs of beneficiaries and actual situation in the field
Ensure the quality of provided services within the project
- Establishing, maintenance and development of relations with local authorities and partner Organizations
- Make sure that the communications within the province and district offices is functioning accurately, on time and proper.
- Receiving letters, petitions and other inwards of the project.
- Maintenance of the proper filing system for finance records and documents.

Technical & Computer Skills

- Operating Systems : Windows XP, Vista, Se7en, Eight, Ten,
- MS Office 2007 : Complete Programs
- Graphic Designing : Adobe Photoshop CC
- Hardware : Parts Assembly, AND Installation Windows 7,8 AND 10
- Typing : Having good speed of English, Dari and Pashto Typing

Language Skills

<i>Languages</i>	<i>Speaking</i>	<i>Writing</i>	<i>Reading</i>	<i>Understanding</i>
<i>English</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Very Good</i>	<i>Very Good</i>
<i>Dari</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>
<i>Pashtu</i>	<i>Good</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Good</i>
<i>Hindi(Urdu)</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>
<i>Uzbeki</i>	<i>Poor</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Poor</i>

Other Key Skills

- *Internet • Computer Savvy • Reporting • leadership • Decision making & planning • driving*
- *cooking*

Experience

- *6 months teaching in ALC Education Center.*
- *4 months' reporter in National Radio.*

Other skills & Abilities

- *Good understanding of approaches, tools and methodologies related to planning, executing and monitoring public communications.*
 - *Good campaign management, market research, message targeting, impact evaluation, etc.*
 - *Good communications research and analytical skills.*
 - *Understanding of relevant internal policies and business activities and of related current events, topics and issues.*
 - *Strong communication (spoken and written) skills, including the ability to draft/compile a variety of written communications products in a clear, concise style and effectively disseminate information.*
 - *Ability to plan own work and manage conflicting priorities.*
 - *Demonstrated ability to apply good judgment in the context of assignments given.*
 - *Having computer skills and use of relevant software and other applications, e.g. word processing, PowerPoint or equivalent, graphics software, internet.*
 - *Strong communication (spoken and written) skills.*
 - *Ability to effectively communicate information to the public.*
 - *Ability to establish and maintain effective business connections.*
 - *Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.*
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Achievements

*Attained diploma of completion on satisfactory completing high school diploma from **SayedEsmailBalkhi high school** in Mazar-e-sharif.*

*Granted certificate of completion of MS Office in **Gadget Computer Academy***

*Attained diploma and certificate from **Bashiri Educational center***

Attained diploma and certificate in Azeraksh Mazar e Sharif Afghanistan

References
