

RESUME

ABDUL SAMAD REZAQYAR
Mazar e Sharif, Balkh, Afghanistan
E-mail: samadrzaqiar@gmail.com
Cell: +93 (0) 780 500 957

Career Objective:

To serve a progressive organization in a competitive position where I can utilize my full potential with growth opportunity to highest policy and decision making position in all business functions and provide leadership.

PERSONAL

- *First Name* *Abdul Samad*
- *Last Name* *Rezaqyar*
- *Father Name* *Abdul Wahid*
- *Date of Birth* *April 08, 1991*
- *Place of Birth* *Balkh*
- *Gender* *Male*
- *Nationality* *Afghan*

PROFESSIONAL EXPERIENCES:

Taj Medical Complex, Mazar e Sharif, Afghanistan
Admin and Finance officer (2011 – 2014)

Major Area of responsibilities

- *Preparation of cash and bank Book.*
- *Prepare monthly reports for the inventories.*
- *Ensure Word process program correspondence.*
- *Ensure that the filing system for the project is up-to-date at all time.*
- *Maintain close working relationship with different project teams located in different areas.*
- *Maintain proper cash flow of the project and Project budget follow up.*
- *Daily petty cash count.*
- *Ensure that finance filing is complete and up to date.*
- *Assist in preparation of monthly finance reports.*
- *Assisting Finance and Administration manager.*
- *Answering and directing telephone calls.*
- *Monitoring office equipment.*
- *General filing.*

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***Afghan Turk Omid Educational Center (ATOEC), Mazar-e-Sharif,
Afghanistan***

Mathematics Teacher (2014– 2018)

Major Area of responsibilities

- ***Teaching Arithmetic's Mathematics Classes.***
- ***Teaching Turkish Language.***
- ***Teaching English Language.***

EDUCATION

***Bachelor of Economics (2017-currently of fourth semester) Taj Institute of Higher Education,
Mazar e Sharif, Afghanistan.***

Baccalaureate (1998-2010) International Afghan Turk High School, Mazar e Sharif, Afghanistan

***Computer Certificate (2006-2010) International Afghan Turk High School, Mazar e Sharif,
Afghanistan***

***English Certificate (2006-2010) International Afghan Turk High School, Mazar e Sharif,
Afghanistan***

INFORMATION TECHNOLOGY (IT) SKILLS

- ***Proficient in Microsoft office 2007-2010***
- ***Windows, Mac OSX, Hardware and Software installation.***
- ***Internet Tools.***
- ***Software Installation.***
- ***Hardware Installation.***

LANGUAGES

<i>Languages</i>	<i>Speak</i>	<i>Write</i>	<i>Read</i>	<i>Understand</i>
<i>Dari</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>
<i>English</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>
<i>Pashto</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>
<i>Turkish</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>

ADDITIONAL SKILLS

***English/Dari Translation, Strong communication skills, Experienced in Windows and all
Microsoft Office software. Able to use Scanners, Photocopy machines, Have driving license.***