

FINANCE & ADMIN MANAGER

Summary

A self-motivated person with a dynamic personality and have more than eight (8) years of working experience in the fields of management, finance, administration, advisor, translator, and tutor. Worked with reputable international organizations for the last 5 years in different positions. Have an excellent command of Dari, Persian & Pashto languages, as well as good understanding and knowledge of English, Russian, Arabic & Urdu language.

Achievements

Fulbright Scholarship Program “The University of Akron August 2015 - present

- Full scholarship to complete Master's degree

American Scholarship Program “American University of Central Asia August 2007 “ June 2011

- Full scholarship to complete a four-year Bachelor's degree

Work Experience

Finance & Admin Manager 10/2011 to 07/2015 Company Name City , State

- Identified staff vacancies and recruited, interviewed and selected applicants.
- Conducted new employee orientation to foster positive attitude toward organizational objectives.
- Advised managers on organizational policy matters and recommend needed changes.
- Prepared contract- subsidies, financial agreements, suppliers, services, consultancies;
- Prepared program budget planning;
- Maintained of accurate cash records;
- Ensure that all procurement is completed in according with financial policies & procedures;
- Prepared monthly reconciliation of cash, financial monitoring, accounting and financial plans

Measurement Result:

- Obtained favorable settlements in over 85% of cases
- Supervised a team over 15 employees.

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Advisor & Interpreter/Translator 06/2011 to 09/2011 Company Name City , State

- Translated conversations from Dari to English and vice versa;
- Organized trip & meetings;
- Traveled around Mazar Districts;
- Interviewed with women;
- Observed the women situation in rural area Preparing report for fundraising

Measurement Result:

- Obtained favorable settlements in over 90% of cases

Intern 06/2010 to 08/2010 Company Name City , State

- Worked in Credit Banking department
- Worked in Accounting department
- Maintained records and account for the bank transaction
- Reported monthly financial statements
- Prepared daily reconciliation of customer accounts

Assistant- Voluntarily 01/2009 to 03/2011 Company Name City , State

- Communicated with national and international staff
- Organized trip
- Held the responsibility of finance issue
- Made arrangements for official meetings, conferences, and other events.

Measurement Result:

- Obtained favorable settlements in over 80%

Tutor 07/2004 to 01/2005 Company Name City , State

- Applied the required teaching methods for students

Training Received

- Training on Introduction to GIZ financial administration From 30 Oct 2011 to 3 Nov 2011
- Financial Administration, procurement, O&R regulation and internal control From 27 Jan 2012 to 3 Feb 2012
- Financial Administration and O&R on 27 June 2012
- Time management and communication on 2-3 June 2013
- Qualification on anti-corruption on 1 July 2013
- Communication and team building on 1-2 Sept 2013
- IPO-Information Portal Online of the Risk Management on 10 Sept 2012
- Financial Management and WINPACCS Cost Control on 11- 16 Oct 2012
- Capacity WORKS Training on 23-27 June

Education

MBA : Business Administration, Concentration on Management 2017 University of Akron City , State , USA

BBA : Business Administration- Concentration on Finance, Banking & Investment 2011 American University of Central Asia City , Kyrgyzstan

Language Skills

Dari, Persian, Pashto, English, Russian, Arabic, Urdu

Computer Skills

Operating Systems MS-DOS, Windows (98, 2000, XP, Vista, 7), Office Suite MS Word, MS Excel, MS PowerPoint, MS Access, MS

Publisher, MS FrontPage, Networking Linksys Routers & wirelessBroadband, Web Designing HTML/DHTML, FrontPage, Adobe Photoshop,

Adobe Photoshop