Curriculum Vitae

walishirani@yahoo.com

***Personal Details***

Full Name: Juma khan Rahmany

F/Name: Mohammad Qurban

Nationality: Afghan

Place of birth: Badghis Afghanistan

Date of birth: 1993

Full Address: Qala-e-now, Badghis Afghanistan

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***Profile***

My career as a Student of BBA course, has been led me in managing of complex activities.

Therefore, as a professional in finance with the strong Administrative skill I have been felt myself very appropriate, comfortable and effective in taking care and conducting jobs regarding to management to pursue a challenging career in a progressive environment where learning, innovation and creativity are encouraged, where my skills & knowledge can be enhanced to their maximum potential to contribute to the overall success and growth of the organization.

# ***Qualities & Attitude***

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* Motivated hard working & ability to identify problems
* Committed & responsible
* Good communication skill
* Capable of working in any challenging environment
* Willing to learn & respect for diversity

# ***Qualification***

**University of Pune**

**Pune India** July 2011 to May 2014

* Graduated In 2014 Bachelor of Business Administration (BBA) specialization in Finance
* Graduated from Hanzala High School at (12 class) in Badghis Province in 2010
* Studying of several English courses in Badghis province for 4 years in (Muslim Educational Institute and other institution )

***Languages***

* Dari (functional level),
* English (functional level),
* Pashto and Hindi (languages ​​in common use)
* Spanish (poor)

**Work Experience**

**Dec 2018 ‑ till present**

**HR/Admin Officer NRC Badghis**

HR/Admin Officer is to implement delegated area of responsibility of HR and Administration in Badghis

Area -. The HR/Admin Officer ensure implementation of NRC policy, procedures and tools in NRC

Afghanistan with focus and main responsibility on Human resources and administrative functions.

Advise and guide managers on HR issues related, policy and procedures.

**Oct 2017 ‑ Dec 2018**

**Logistic officer Coordination of Humanitarian Assistance CHA Badghis**

As Logistics officer i worked under the supervision of Field Manager- in Badghis Field Office.

I was responsible for logistical daily tasks which are mentioned in further detail as bellow my JD

constructed by CHA management.

Such as asset registration and below activities.

-Procurement

-Stock Management

-Inventory Management

-Purchase Request filling and process

-Clearance with finance department

-having close coordination with HR and relevant department

**Feb 2017 ‑ Sep 2017**

 **Badghis Cs Advisor Afghan Wireless Communication Co.**

As AWCC focal point I was the only person to provide feedback and report about customer behavior

and market research matter for taking decision by the higher management

**Dec 2016 ‑ Feb 2017 Operation Officer Move Welfare Organization**

CCT Project Badghis /Operation Officer Move Welfare organization

as CCT (Conditional Cash Transfer) operation officer I was responsible to visit the targeted district such as

Abkamary, Qadis and Muqur, in order to find the district, the cash to referral beneficiary identified by the

local health facilities.

and also i was in charge for clearance of finance issue and management of over all the project operation

over Badghis province

**Aug 2015 ‑ Dec 2016**

**Badghis Cs Executive Afghan Wireless Communication Co. AWCC**

**Dec 2014 ‑ Jul 2015 Security Assistant**

**SIKA-WEST (AECOM) (Muqur district of Badghis province)**

as Security Assistant for (Muqur district of Badghis province) i was in charge to provide on security

matter and coordination activities with government stakeholder and government security department as will

as other group for having access to the project sites around Muqor district.

**Dec 2008 ‑ Jul 2011 Admin/Logistic**

**PRT Badghis**

worked as Admin and Logistics responsible

**Sep 2008 ‑ Nov 2008 Identity Registration Officer**

**Election Commission**

Identification and registration manager IEC (independence Election Commission) Badghis

**Aug 2006 ‑ June 2008 Road Survey Assistant**

**PRT Badghis**

I know how to operate the GPS for topography purpose as i learned under the guidance of Spain

Engineer Worked with PRT Badghis, and also know how to use the level and Total station for topography

***SKILLS***

* **Computer:** Microsoft (Office),PowerPoint and Windows
* **Accounting:** Budgeting, Working Capital Management , Cash & Fund Flow Management , Business Analytics , Financial Management , Financial statement analysis And Reporting Documentations
* **Communication Skills:** Good communication skill to influence the people
* **Ability:** Problem Solving, leadership, Team building, Team work, work under pressure,Strong Management with good decision-making, Effective Planning, Controlling, and Organizing, Ability to Negotiation and Conflicts solving, Proactive , Confidence , positive thinking , Motivation , Inspiration to Effect Team and people

***Certificate and Diploma***

* **Mitcon Institution of management**

A National Summit on Career opportunities in Banking & Finance 2013

* **Brihan Maharashtra College of Commerce**

Inter-college event Troika 2013

* **International Youth Fellowship**

Participation at the 2012 IYF World Camp India 4th -7th November 2012

* **Indira College of Commerce and Science** (state level seminar)

Recent Trends in accounting Standards 24Th&25th January 2013

* **Desha Computer Institute**

Certificate on MS-Office 2010 (Word, excel, PPT, Access & ECT) 2013

* **Indian Student Parliament**

Certificate of Participation at (3th Bharatiya Chhatra Sansad)

10th to 12th January 2013

* **Provincial Machinery Park (PMP)**

Certificate of Appreciation for the Services

(All the above mention certificate Hard copies are available)

***Hobbies:***

* Reading History and Novel Books
* Reading Newspapers
* Reading Magazine
* Listening to various radios and TV programs
* Sports
* Debates
* Entertainment
* Walking out with friends
* Cooperate and collaborate with Helpless people
* Cooperate, assist with needy and poor people
* Driving car and operating Construction vehicles

***Reference:***

**Name:Sikander Atif**

**Email: Sikander.atif@nrc.no**

**Mobile: 0728932080**

**Org: NRC**

**Positon: HR Coordinator**