

Curriculum vitae



Suleman

Permanent,Address: Sarkani District,Kunar Province,
Afghanistan

Present Address: Jalalabad City Afghanistan

Contact No#: 0093(0)772127266 /// 0093(0)789898007

E-mail: suleman_wafa_2011@yahoo.com

Father Name: Abdul Wahab
Date of Birth: 21/August/1986
Place of Birth: Sarkani District Kunar Province Afghanistan
Sex: Male
Religion: Islam
Nationality: Afghani

Education background:

<i>S/No</i>	<i>Degrees</i>	<i>Years</i>	<i>Divisions</i>	<i>Institutes</i>
1	Metric	March,2005	Division:3 rd	BISE of Peshawar
2	F.A	May,2008	Division:2 nd	BISE of Peshawar
3	B.A (Law)	December,2010	Division :3 rd	University of Peshawar

E-Mail: suleman_wafa_2011@yahoo.com

Computer Skills

S/No	Certificates	Years	Grades	Institute
1	Microsoft office (Ms word, Excel etc.)	22/2/2011	A	Kabul English language & computer centre
2	Computer Hardwar's	16/5/2011	A	=
3	Auto Cad	2011	B	=
4	Graphic Design	2011	B	=
5	Internet	2011	A	=
6	Ulead	2012	A	=

Language Course

#	Description	Years	Positions	Institute
1	Completed English language	2009	1 st	Bo Ali Seena English Language & Computer center
2	SLT program	2011	1 st	=
3	IELTS coaching Classes	2011	.	=

Languages:

S/No	Languages	Reading	Writing	Speaking
1	Pashto	Excellent	Excellent	Excellent
2	English	Excellent	Excellent	Excellent
3	Urdu	Excellent	Excellent	Excellent

E-Mail: suleman_wafa_2011@yahoo.com

(1) Work Experience:

➤ **Organization:** UNAMA Organization

Position: Verification of People

Duration: For Two Months

Duties and responsibilities:

Provide National Identity Card's for the people of Afghanistan.

(2)Work Experience:

Institute: Bo Ali Seena English Language & Computer Center

Position: Teacher

Duration: From 2011 to 2013

Duties and Responsibilities

- Ⓢ Able to keep students focused in class by developing exciting and interesting lessons
- Ⓢ Using homework to consolidate and extend learning and encourage pupils to take responsibility for their own learning
- Ⓢ Mentoring and coaching
- Ⓢ Able to monitor and evaluate the teaching and learning of pupils effectively
- Ⓢ Able to work collaboratively in a multi professional team.
- Ⓢ Able to work with children who have autism and severe learning difficulties.
- Ⓢ Sound subject knowledge and an ability to use assessment effectively to keep learning moving rapidly.
- Ⓢ Preparing students for speech competition.
- Ⓢ Taking inspection of the classes.
- Ⓢ Selecting new teachers sitting with the head teachers.
- Ⓢ Taking participation in every meeting.
- Ⓢ Preparing show case quiz for the students.
- Ⓢ Giving general knowledge to the students.
- Ⓢ Arranging English movies for the students

E-Mail: suleman_wafa_2011@yahoo.com

(3)Work Experience:

Organization: Jalal Koat Construction Company (JCC)

Position: Admin officer

Duration: From 2013 to till date

Duties and Responsibilities:

- ✕ Maintain financial records and monitoring systems to record and reconcile Expenditure, balances, payments, statements and other day to day transactions and reports
- ✕ Direct all Administrative matters through the Assistant Admin/HR Manager (receipt of documents, reports etc.)
- ✕ Carries out Admin-related operational /control tasks including correspondence to Government and other agencies etc
- ✕ Ensure that all financial management components of projects are implemented according to donor and governmental finance and expenditure management law and regulations
- ✕ Processing all payments to individual consultants and firms
- ✕ Other duties as assigned by Finance Manager.
- ✕ Establishes strengthens and maintains both hard and soft filling system of financial activities.
- ✕ Control the stock movement and inventories
- ✕ Ensure that all cash advances are repaid on regular fashions
- ✕ Generally keep under work the financial and reporting systems
- ✕ Perform a weekly cash count to be signed by the authorized manager
- ✕ Ensure proper filing of financial documentation
- ✕ Prepare the cash projections and cash request of all the relevant projects
- ✕ Prepare the payroll on monthly bases
- ✕ Distribute salary slips to all staff for signing at the end of month
- ✕ Manage taxes and pay the taxes to be paid from cash books
- ✕ Liaise with Tax regulation authority as necessary
- ✕ Reporting on weekly/monthly bases and as requested
- ✕ Any other Administration and Finance tasks delegated by the superior

E-Mail: suleman_wafa_2011@yahoo.com

Personal Characteristics

- Ⓢ Self-Motivated & able to take initiative.
- Ⓢ Able to adjust in different Environment.
- Ⓢ Studious & confident.
- Ⓢ Organizing capacity.

SKILLS:

- ✍ *Translation.*
- ✍ *Drawing.*
- ✍ *Teaching Computer Packages.*
- ✍ *Teaching Language Packages.*

Hobbies:

Sport. Playing Chess. Net Chatting. Reading Books. Keeping pets. Watching news

Reference

Available upon request

E-Mail: suleman_wafa_2011@yahoo.com