

ILYAS KHAN
KABUL, AFGHANISTAN
077 530 30 15 / 079 530 27 28
ilyaskhanmobarez@gmail.com

OBJECTIVE

Looking for a challenging career in an organization where I can use my efforts to the best of my ability and where my education, specialized proficiency and capability would be voluble to the growth of organization and myself.

PROFILE

- ✓ Strong organizational, Law, Administration and interpersonal skills.
- ✓ Proficient in the use of Word, Excel, Power Point and Internet.
- ✓ Excellent oral and written communication skills.
- ✓ Proficient in composing.
- ✓ Data Entry skills.
- ✓ Ability of accurate and speed typing of Pashto, Dari and English.

CONTACT INFORMATION

- Name: Ilyas Khan
- Father Name: Haji Qiyas
- Nationality: Afghan
- Date of birth: 12/07/1988
- Sex: Male
- Marital Status: Married
- Present Address: Qalacha, Kabul, Afghanistan
- Mobile: 077 530 30 15 / 079 530 27 28

EDUCATION

- Special Conversation Certificate from Zia Institute of Management and Computer Sciences (ZICS), Nangarhar Afghanistan. (20. 01. 2014) to (20. 03. 2014).
- Bachelor degree of law and political science from Nangarhar University Jalal Abad Afghanistan. (6.6.2009) to (10.6.2013)
- Internet Certificate from English Language and Computer Learning Center (ELCLC) in Nangarhar University in 2012.
- MOUS (Microsoft Office User Specialist) certificate from Shamshad Educational Center (SEC), Nangarhar, Afghanistan. (11 . 05 . 2011) to (12 . 10 . 2011)
- Diploma in English Language (DEL) from Shamshad Educational Center (SEC) Nangarhar, Afghanistan. (5.4.2010 to 6.4.2011)
- Baccalaureate diploma from Al-taqwa High School, Peshawar, Pakistan in 2008.
- English Language Certificate Advance One, from Asia English language Center, Peshawar, Pakistan. (24.05.2005)

TRAININGS

- Civil advising program of the Legal Clinic of the faculty of law and political science of Nangarhar University (1 . 04 . 2012) to (30 . 06 . 2012)
- Global Rights, Young Lawyer Training Program, Nangarhar University, School of Law (27.09.2012) to (27.01.2012)

WORK EXPERIENCE

Position: Data Entry Operator
Duration: December 6, 2016 till Feb 26, 2017
Organization: NETLINKS

Duties and Responsibilities

- Prepare, compile and sort documents for data entry.
- Perform all data entry functions in accordance with approved policies and procedures.
- Ensures accuracy, correctness and maintenance of all the data recorded Sets-up and prepares reports.
- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Maintains data entry requirements by following data program techniques and procedures.
- Perform document scanning work and link all scans with appropriate entries.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Check completed work for accuracy and make any required changes immediately
- Contributes to team effort by accomplishing related results as needed.

Position: Admin Officer
Duration: March 18th, 2013 till March 19th, 2016
Organization: Shamshad Educational Center (SEC)

Duties and Responsibilities

- Prepare invoices, financial statements through word processing, spreadsheet and power point.
- To organize research before training in order to know the condition of course and number of teachers or students who will be trainees.
- Ensure quick response to routine inquiries.
- Report immediately any problem which interferes in the delivery of services or in achieving the program objectives to his supervisor.
- Establish and implement administrative policies and procedure for the office.
- Develop and implement department administrative procedures.
- Compile information provided by staff and course and organize it in the form of reports.
- Responsible for providing training and orientation to new employees.
- Supervises all administrative personnel.
- Participation in (SEC) educational meetings.
- Handle administrative issues and conflict.
- Registration of certificates.
- Carrying filing, typing and copying duties.
- Preparing of academic materials for shamshad educational center.

- Arrangement of monthly report to course director.
- Open, arrange, and distribute incoming mail and email.
- Maintain accurate, complete, appropriate records and files reports promptly.
- Takes precautions to protect records, equipment, materials and facilities.
- Demonstrates professional practices in teaching

LANGUAGES:

Language	Reading	Writing	Speaking
Pashto	Excellent	Excellent	Excellent
Dari	Excellent	Excellent	Excellent
English	Excellent	Excellent	V. good

REFERENCE (S)

Name: Engineer Muhammad Sabir Zazai
Position: System Development Director
Organization: Ministry of Interior (MOI)
Contact No: 0705679120

Name: Engineer Amanullah
Position: Purchase Officer
Organization: MADERA
Contact No: 0700600556

Name: Said Abdul Hanan
Position: Technical Assistant
Organization: Norwegian Refugee Committee (NRC)
Contact No: 0787872588