

PERSONAL INFORMATION

Jawed Afshar
📍 10th district, Kabul, Afghanistan
☎ +93 (0) 780 50 10 98 – 0796106040
✉ Jawed.afshar@gmail.com

WORK EXPERIENCE

- Jun. 2016 – Mar. 2017 **Administrative Assistant**
Maher Sirat Road & Construction Company
- Preparing attendance sheet, time sheet for all staff, providing information, implementation of policies and procedures, taking minute of meeting as well as responsible for maintaining and archiving all administrative documents
- Jan – May. 2016 **Human Resources Intern**
Herat Governor's Chief of Staff office, Herat, Afghanistan
- Assisted the HR Department in the day-to-day management of the office, including filling, maintaining & archiving of the documents.
- Mar. 2014 – Dec.2015 **Administrative Assistant**
Maher Sirat Road & Construction Company
- Preparing attendance sheet, time sheet for all staff, providing information, implementation of policies and procedures, taking minute of meeting as well as responsible for maintaining and archiving all administrative documents.
- Mar,2013 –Mar, 2014 **Finance Assistant**
Maher Sirat Road & Construction Company
- Responsible for preparing and processing invoices, vouchers, bank transfer and recording all transactions on quick book system on daily biases.
- Jan – Feb. 2013 **Logistics and HR Intern**
Mission d'Aide au Development des Economies, Kabul, Afghanistan
- Had been responsible for preparing fuel consumption reports and translated related documents and compile required documents.
 - Helped to organization in processing documents that required governmental process and checks.
 - Helped to logistics department in checking log books.
- Jan,2009 –Dec,2010 **Admin Manager**
TOEFL Training Center, Herat, Afghanistan
- Assisted the Director in managing the center including; managing time of all classes, preparing marketing schedule, clearing liabilities of center and preparing financial responsibilities.
- 2008 – 2009 **General Manager**
Afghan-German English language center, Herat, Afghanistan
- Had been responsible for hog management of center it included; managing all financial issues, supervising all classes, preparing studies materials

EDUCATION

Mar.2013-Dec.2016

Bachelor's Degree in Public Administration Policy

Herat University, Herat, Afghanistan

- Specialized on Accounting, with special attention to the Management (financial/HR).
- Outside of university classes, studied accounting and financial management of the organizations.

2003 - 2012

Baccalaureate Certificate

Sina private High School, Herat, Afghanistan

- Graduated as top 5 % of the class;
Graduated with excellent relationship with the classmates and teachers

PERSONAL SKILLS

Mother tongue(s)

Dari

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	B1
Pashtu	C1	C1	B2	B2	C1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Computer skills

- MS. Windows (XP. 7, 8), Microsoft Office package, Internet, QuickBooks, , typing (English, Persian)

Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Basic user	Proficient user	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

ADDITIONAL INFORMATION

Publications

- Monograph for the Bachelor's degree titled: "study of training programs of independent administration reform commission and its impact on performance of public employees.

References

Will be provided upon request.