



Abdulrahman Khadem

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ABOUT ME

Having professional knowledge and experience in **General Management and Applying the Law and Receiving Taxes**. Working in this section, I have learned the duties like: issuing the TIN number for individual and companies, recording, reforming and rejecting the TIN number. And as accountant in Salar -e- Saffron, I learned how to recording the sales bills, analyzing the financial data and reporting the financial statements to the management.

WORK EXPERIENCES

ACCOUNTANT

Salar -e- Saffron [21/10/2022 – 30/05/2024]

City: Herat

Country: Afghanistan

Job Description:

- Recording the sales and buys data.
- Managing cash in-flow and out-flow.
- Preparing the financial statements.
- Analyzing the data and reporting to the upper management.
- Create financial forecasts and analyze the risks.
- Reconcile accounts including receivable and payable.

INTERN

Financial Department of Herat [04/02/2024 – 30/10/2024]

City: Herat

Country: Afghanistan

Job Description:

- Issuing the TIN number for individual and companies.
- Recording the mentioned number for both individual and companies.
- Reforming and rejecting the TIN number.
- Recording of missive/written in related documents or workbook.
- Filling of the documents as the determined standards.

TEACHING

Hemmat Educational Center of Herat [04/06/2021 – 02/05/2022]

City: Herat

Country: Afghanistan

Job Description:

- Teaching there about Programing Computer.
- In this course I was teaching Microsoft Office / Social Media.
- Sometimes we had to our course offer lesson for the best students such Web/ Social Media.

EDUCATION AND TRAINING

Diploma

Herat Vocational Institute [2023 – 2024]

City: Herat

Country: Afghanistan

School

Gon Abad High School [2010 –2022]

City: Herat

Country: Afghanistan

LANGUAGE SKILLS

Mother tongue(s): **Dari**

Other language(s): **English | Pashto | Arabic**

DIGITAL SKILLS

My SQL/ SQL Server/ PHP /PLSQL /Java Script /Oracle/ HTML / CSS/ Microsoft Office / Microsoft PowerPoint / Social Media /
Good listener and communicator / Analytical and Research / Effective Communication expert.

COURSES

GRAPHIC DESIGN AND WEB DEVELOPER

[20/11/2023 – 20/04/2024]

In this course I followed and learned how to design and develop a web and also I learned Corel-Draw with its contents.

REFERENCES

Will be available upon your request.