

CURRICULUM DATA

PERSONAL DETAILS

Name: Fatema
L/Name: Najafi
F/Name: Mohammad Ali
Date of Birth: 1997
Place of Birth: Kabul - Afghanistan
Marital State: Single
Nationality: Afghan
Residential Address: 13th District, Kabul, Afghanistan
Mobile: 0 789709784_ 0 700922959
E-mail: fatema.najafi2017@gmail.com
Date of Birth: 1997

EDUCATION HISTORY

APR 2017 – Ongoing **Rabia-balkhi University**, Kabul-Afghanistan
Bachelor of economy (BBA)
Semester 6th
Expected graduation: December 2020

Mar 2015 – Dec 2016 **Planning Institute**, Kabul-Afghanistan
Planning and Monitoring

Apr 2003 – Dec 2014 **Saed-shohada High School**, Kabul, Afghanistan
12-Grade High School Certificate

WORK EXPERIENCE

Jun 15- Nov 17	Position: Student Affairs Officer Organization: Rabia-balkhi University-Kabul
Jan 19- Jun 19	Position: Admin Organization: Tolo Logistics and Cultural services

OTHER SKILLS

Language Skills

- Dari - Nativ
- Pashto - Excellent
- English - Professional

Computer Skills:

- Microsoft windows (XP, 7, 8 & 10) - Intermediate
- Office Package (Word, Excel, Access, PowerPoint, Publisher & Outlook) - Intermediate
- Installation and Partition
- Very Good Typing Speed (Dari, Pashto & English)
- Operating all Office Equipment (Fax, Photo Copier Machine, Scanner...etc.)

PROFESSIONAL TRAINING CERTIFICATES

Training Provider	Training Topics	Period	Year
UNIMARS(USAID/AWD P Funded Project), Kabul	Certificates in HR (project management)	20 day	2017
PROMOTE OF PROJECT	Certificate in promote women's leadership development(WLD)	3 month	2017
Dashte Barchi CURSE	Diploma in English language	12 month	2016

PERSONAL COMPETENCIES

- Ability to work in a fast-paced environment and meet tight deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organised with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team

References

MP Fatema Nazari <i>Member of parliament</i> Ph: 0796202020 Email: fatemanazari@gmail.com	Ms Zahra Nazari <i>Reporter</i> Pazhwak News AGENCY Ph: 0789632859 Email: zahrnazari129@gmail.com
Mr Ahmad Karimi Web Developer at PomTech 0748954410 a.karimi@pomtech.com	