**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**

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| 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**

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| --- | --- | --- | --- |
| **Training Provider** | **Training Topics** | **Period** | **Year** |
| UNIMARS(USAID/AWDP 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

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**References**

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| --- | --- |
| MP Fatema Nazari  *Member of parliament*  Ph: 0796202020  Email: fatemanazari@gmail.com | Ms Zahra Nazari  *Reporter*  **Pazhwak News AGENCY**  Ph: 0789632859  Email: [zahranazari129@gmail.com](mailto:zahranazari129@gmail.com) |
| Mr Ahmad Karimi  Web Developer at PomTech  0748954410  a.karimi@pomtech.com |  |