

Alisina Adeel

Ambitious, Hard-working, Dedicated

✉ asina8403@gmail.com

📞 +93745255104

📍 Omid-e-sabz township , Kabul, Afghanistan

EDUCATION

High School Diploma

Abdul rahim shahid High school

03/2004 – 11/2016

Network+ & CCNA

Zoombyte IT Training institute

2016 – 2017

Diploma of Advance English

American university of Afghanistan

2018 – 2019

Computer Science

Kateb University

07/2016 – Present

WORK EXPERIENCE

Administrative Assistant

ROYA Mentorship Program

01/2018 – 11/2019

Achievements/Tasks

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies
- Providing real-time scheduling support by booking appointments and preventing conflict
- Using computers to generate reports, transcribe minutes from meetings, create presentations and conduct research
- Greet and assist visitors
- Maintain polite and professional communication via phone, e-mail and mail

Administrative Officer

Unisonant Youths' Social Institution

02/2017 – 11/2017

Achievements/Tasks

- Organizing six programs in collaboration with national and international organizations
- Monitoring members' activities and performance
- Assisting the Finance officer in making financial reports
- Arranging internal and external meetings and appointments

Officer

Ocean English institute

2016 – 2016

Achievements/Tasks

- Assisting in developing lesson plans
- Collaborating with teachers to monitor the development of students
- Handling the attendance and administrative issues

SKILLS

Leadership

Critical thinking

Creativity

Team Work

Willingness to learn

Self-Management

Communication

CERTIFICATES

PIMUN

29th to 31th August Pamir international Model United nation

Certificate of appreciate

ROYA Mentorship Program

Certificate of participation

International committee of the red cross Conference (ICRC)

Certificate of Participation

VNDO

LANGUAGES

Pashto

Native or Bilingual Proficiency

English

Professional Working Proficiency

Dari

Native or Bilingual Proficiency

REFERENCES

Available on Request