



Mohammad Aref Ibrahim

EDUCATIOND:

Bachelor's degree from the Faculty of Computer Science, Herat University (2018-2022).

TRAININGS:

- Software Development Training
- Database and Data Management Training
- Data Science and Data Analysis Training
- Information Recording and Storage Training
- Cybersecurity Training

WORK EXPERIECE:

1- **Organization:** Equality for Peace and Development organization (HMIS Assistant)


Position title: Data Clerk for Health

Duration: (05/02/2021 - 09/012/2022)

Duties:

- Entering OPD register book in Comcare system (PHC toolkit)
- Entering MCH and FP register books in Comcare system (PHC toolkit)
- Preparing and sending nutrition and IYCF weekly reports
- Preparing all register books, forms, and other HMIS stools for staffs
- Controlling and guiding HIMS tools for clinic staffs
- Preparing the MIAR reports with medical doctor
- Preparing monthly nutrition reports with nutrition counselor
- Closely coordination with HIS officer

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 Herat center, Afghanistan

 <https://github.com/Aref-Eebrahimi>

My website:

 <https://aref-eebrahimi.github.io/M.Aref/>

SKILLS:

- Leadership
- Project Management
- Good communication skill
- high Flexibility
- English language skills
- ComputerSkill and Data analysis
- Conflict resolution

2- **Organization:** Khwaja Abdullah Ansari University of Herat

Position Title: Data Entry and Database Management

Duration: (20/01/2023 - 05/011/2024)

Duties:

- Attention to Detail
- Proficiency in using data entry software (e.g., Excel, Access)
- Familiarity with database systems and query languages (SQL)
- Time management and ability to multitask
- Ability to process and analyze data
- Knowledge of information security principles
- Ability to create and manage documentation and reports
- Familiarity with data storage and file management standards
- Communication skills for collaboration with various teams
- Problem-solving skills and the ability to identify and fix data errors

SKILLS:

Database Management

Database Management
Database Management Systems (DBMS)
Backup and Recovery
Database Security
Monitoring and Supervision
Hardware Configuration and Optimization
Familiarity with Cloud Services
Soft and Managerial Skills

Microsoft office

Microsoft Access/ Microsoft Excel/ Microsoft word/ Microsoft power point

Accounting

QuickBooks
Mahak Accounting System

My Personality

Motivated/ Creativity/ Leader
Organizational and planning skill

MOTHER TONGUE(S): Dari (Persian)

OTHER LANGUAGE(S)

English

Listening	Reading	Speaking	Writing
B1	B2	B1	B2

Pashto

Listening	Reading	Speaking	Writing
A2	B2	A2	B2

REFERENCES:

REFERENCE 1:

Full Name: Zainullah Abed
Position title: Senior Child Production Officer
Organization: International Rescue Committee (IRC) Bamyan field office
Telephone #: +93779342318
Email: zainullah.abed@Rescue.org

REFERENCE 2:

Full Name: Eid Mohammad Saberi
Job Title: IT University Professor
Organization: Khwaja Abdullah Ansari University of Herat
Phone Number: +93785600598
Email: saberi@ansari.edu.af

REFERENCE 3:

Full Name: Reza Hassani
Position title: HR Officer
Organization: Equality for Peace and Development organization ()
Telephone #: +93774053620
Email: Rezaff334@gmail.com
Note: It has formal stamp.