

Sami A. Ibrahimi, MBA

Kabul, Afghanistan

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Objective

As a professional with an excellent record of success as a specialist, I am seeking a position within a diversity and recruiting setting that will utilize my expertise in HR management and leadership, which will allow me to be proactive in engaging employees who will ultimately make a difference to the reputation of your organization.

Summary of Qualifications

- Proven success in recruiting top talent, including sourcing candidates, conducting interviews, and making job offers.
- Strong skills in managing staff, supporting the HR department including resolving conflicts, conducting investigations, and developing and implementing HR policies.
- Excellent communication skills, including communicating with employees at all levels and writing clear and concise policies and procedures.
- Demonstrated knowledge of diverse hiring practices.
- Experience in designing and delivering training and development programs to improve employee skills and performance.

Professional Experience

KPCC (Khalaqan Parwan Construction Company)

Kabul, Afghanistan

Administrative Manager

Jan 2019 to Dec 2020.

- Direct personnel recruitment and training processes
- Plan and streamline all administrative procedures
- Assess team performance to identify opportunities for coaching and guidance
- Manage personnel scheduling and project deadlines
- Monitor office inventory and organizational costs
- Encourage effective communication across the organization

KPCC (Khalaqan Parwan Construction Company)

Kabul, Afghanistan

Office Administrative

June 2023 - Present

- Coordinate office activities and operations to secure efficiency and compliance with company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management

Education

Master of Business Administration **Major in HRM**, Brac University, Dhaka, Bangladesh, 2021-2023.

Bachelor of Arts in Educational Management, Kabul Education University, Kabul, Afghanistan, 2015-2018.

High School Diploma, Sayed Abdullah Shahid High School, Taloqan, Afghanistan, 2014.

Research and Fellowships

Master Thesis Project Title: The Impacts of Sustainable HRM on Job Performance 2023

Bachelor Thesis Project Title: The Role of HR Empowerment for Organizational Development 2018

Volunteer

- I'm working with group of female entrepreneurs to advise business and entrepreneurship skills.

Professional Memberships and Affiliations

- Brac University Business & Economics Forum
- Brac Business School HR Club

Language & Speaking Skills

- English/ Excellent knowledge of working
- Dari & Persian/ Native Speaker
- Pashto/ Intermediate level

Technical & Computer Skills

- Microsoft Office Package & Offices 365 (Windows, Word, Excel, PowerPoint, Access)
- Internet Search Skills (Google, Yahoo, Bing, and working with online software applications)
- The ability to work with HR software and applications as the organization requires.
- The ability to work online in difficult situations.
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References

Jawed Farhadi

HR Department Officer

Khalaqan Parwan Construction Company (KPCC)

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