

CONTACT

PHONE:

EMAIL:

kiramatullahabid • • @gmail.com

HOBBIES

Sport Walking Study Gain new experience

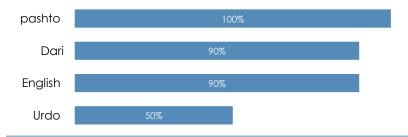
KIRAMATULLAH ABID

- Graduated from master program (LLM) in public law in Nangarhar University ۲۰۲۳.
- . Graduated from law and political science faculty, Paktia University, ۲۰۲۰.
- Graduated from Narang High School, Narang, Kunar, Afghanistan, ۲۲۰۱۰.
- . Graduated from Muslim English institute, Y.YY

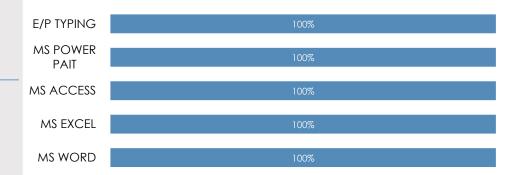
WORK EXPERIENCE

- Y years worked (contract teacher) in Nangarhar
 University Y · Y Y _ Y · Y Y".
- senior enrollment officer in NSIA, Nangarhar, Afghanistan- Y·Y·-Y·Y
- District program organizer, Kunar, Afghanistan Total York
- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Announcing clients as necessary.
- Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Hiring, managing, and developing the junior administrative team
- Provide excellent customer service.
- Scheduling appointments...





COMPUTER SKILLS



REFRENCE

\': Assistant lecturer Mr. Bakht Munir Habibzay at NUFA (Nangarhar university faculty of Agriculture. Nangarhar, Afghanistan.

- Email: <u>habibzay Y · \ Y @ gmail.com</u>
- Cell Phone#:+ 9 () VV • 1 YV A •

Y: Dr .Faridullah Wafa Mental Health/Disability & Communicable Disease Control Officer EPHS/BPHS SEHATMANDI Project HN-TPO/ORCD Sub Office Kunar Afghanistan

- Email: faridullahwafa * 1 1 @gmail.com