

(CV)

CURRICULAR VITAE

SULAIMAN MIRZAI

D.O.B: 14/12/2000

Gender: Male

Status: Married

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Address: 16th District, Koh-e-Alborz Blocks, Kabul, Afghanistan.

EMPLOYMENT

1. Aman Afghan English Language & Science Center AAC.

Assistant Office Manager with AAC.

From: Feb 2017 To: July 2017

2. Mirzai Construction Company (MCC).

Assistant Finance Manager with MCC

From: Sep 2018 To: Sep 2019

I was on duty from 2 pm to 7 pm, Because I was going to University in the morning.

3. Azam Irfan Trading & Logistic Company (AITLC)

Assistant Finance Manager with AITLC

From: Dec 2019 To: Dec 2020

I was on duty from 1:30 pm to 7 pm, Because I was going to University in the morning.

EDUCATION

University Graduation:

Mathematics Faculty Kabul University.

Admission Date: 2017.

Graduation Date: 2021.

Major Department: General Mathematics.

High School Graduation:

Tajrobai High School (Nangarhar).

Graduation Date: 2017.

Status: School degree.

English Language Course:

Muslim English language Institute.

From 23-Aug-2015 To 20-Dec-2015.

Udemy Online Courses:

Accounting and Finance: Complete introduction to Accounting and Finance

Completion Date: 25-Jul-2022

Adobe Photoshop CC: A Beginner to Advanced Photoshop course.

Completion Date: 20-Feb-2022.

Calculus-Introduction to Derivative Integral and Limit.

Completion Date: 26-Jan-2021.

INTERPERSONAL KEY SKILLS

- Ability to communicate efficiently with clients and Superiors.
- Excellent negotiating skills.
- Excellent knowledge of all rules, regulations and documentation require in the office.
- Excellent Thought of Analysis.

ADDITIONAL INFORMATION**COMPUTER SKILLS:**

- Operating Systems: Windows, Mac Book.
- Operating system (MS Dos, Windows 98, 2000, Xp, 7, 8, 9, 10).
- Spreadsheet software: MS OFFICE, PDF.
- Internet applications: MS Front Page, Explorer.
- MOP (Microsoft Office Package).
- Adobe Photoshop CC.
- Matlab Programming Language.
- Maple.
- Mathematica.
- MathType.
- Internet.
- Hardware, software, Installation, Troubleshooting.
- Typing (English Pashto Persian).

LANGUAGES:

I can fluently speak, read and write English, Pashto and Dari. I can also understand Hindi and Urdu.
And my native language is Pashto.

INTEREST & ACTIVITIES:

Traveling, Cricket, Long Drives, Using Computer, Videos Games.

Signature

