

KIRAMATULLAH ABID



CONTACT

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HOBBIES

Sport
Walking
Study
Gain new experience

- 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, ۲۲۰۱۵.
- Graduated from Muslim English institute, ۲۰۲۲

WORK EXPERIENCE

- ۲ years worked (contract teacher) in Nangarhar University ۲۰۲۱_۲۰۲۳.
 - senior enrollment officer in NSIA, Nangarhar, Afghanistan- ۲۰۲۰-۲۰۲۲
 - District program organizer, Kunar, Afghanistan ۲۰۱۸-۲۰۲۰
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- 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

LANGUGE SKILLS

pashto	100%
Dari	90%
English	90%
Urdo	50%

E/P TYPING	100%
MS POWER PAIT	100%
MS ACCESS	100%
MS EXCEL	100%
MS WORD	100%

REFERENCE

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

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

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