



Younis Jabarkhil

Date of birth: 30/04/1999

Nationality: Afghan

CONTACT

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ABOUT ME

To serve the community, improve the lives of others and provide them efficient and effective services to the best of my knowledge. With the policy to work hard in order to be an active member of the organization. Achievement of organizational goals and objectives are the priority of my professional career.

WORK EXPERIENCE

● **23/09/2023 – CURRENT** Kabul, Afghanistan

● **English Teacher** MANN English Academy

● **21/03/2023 – 23/08/2023** Kabul, Afghanistan

● **English Teacher** Ghazi Amanullah Khan Private School

● **06/03/2023 – 19/04/2023** Kabul, Afghanistan

● **English Lecturer** Behzad Institutional Academy

● **01/11/2022 – 25/02/2023** Kunduz, Afghanistan

● **English Lecturer** Bartar Learning Center

● **15/10/2021 – 14/12/2022** Kunduz, Afghanistan

● **English Lecturer** Kunduz University

● **10/02/2019 – 31/03/2022** Kunduz, Afghanistan

● **O&M Officer, Data Entry I** Engineering Group

1. Prepares daily, monthly, and yearly plans for the company's target achievement
2. Hourly follow-up of pending tasks implementation
3. On-time reporting
4. Updates weekly report database
5. Collects the monthly hard copies for further check-up
6. Monitors ITSM activities regarding field teams
7. Ensures to have accurate data and verified the tasks as per guideline
8. Supports direct supervisor in case of any kind of data collection
9. Secures the information by database backups
10. Maintains client's confidence and protects operations by keeping information confidential
11. Manages additional responsibilities including troubleshooting, file back-ups, regular updating, and retrieval of data, as and when required
12. Prepares or updating different kinds of files means databases with different formats, dealing with lots of issues related to field, giving instructions in order to find the solutions, assigning team for troubleshooting and step by step follow up
13. Liaises with related parties (field, office staff, 3rd party or client) for collecting information
14. Analyzes data collected to present it in understandable format
15. Thinks in a creative way to bring improvement in overall process and gives suggestions
16. Maintains database by entering new and updated clients' information
17. Distributes consumables for DG technicians in order to do service for the customer

Business or Sector Professional, scientific and technical activities |

Department Operation and Maintenance | **Address** House #175, Charahi
Shaheed, Shar-e-Naw, District #10, Kunduz, Afghanistan |

Email fanosha@ieng-group.com | **Website** www.ieng-group.com

01/09/2015 – 30/11/2018 Badakhshan, Afghanistan

Provincial Admin PCT (PowerTech)

1. Checks staff attendance report
2. Supports team in any kind of difficulties while face to
3. To work with teams in an environment which are mentioned as follow; DGs (power sources and generators) plus telecom maintenance (TN, TX, feeder cables, shelters, JSM antennas, tower lights, tower, rectifiers, modules, RBS, links) etc...
4. Doing inspection in sites for the purpose of enhancement in their cleanliness
5. Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients
6. Scanning through information to identify pertinent information
7. Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing
8. Creating accurate spreadsheets
9. Entering and updating information into relevant databases
10. Ensuring data is backed up
11. Informing relevant parties regarding errors encountered
12. Storing hard copies of data in an organized manner to optimize retrieval
13. Handling additional duties from time to time

Business or Sector Professional, scientific and technical activities | **Department** Operation and Maintenance |

Address Wazir Akbar Khan District, 11 Street, House #32, Badakhshan, Afghanistan |

Email yahia.a@iptpowertech.com | **Website** www.iptpowertech.com

01/07/2012 – 06/2014 Kunduz, Afghanistan

English Lecturer Fikran English Language & Computer Cultural High Centre

01/09/2014 – 31/08/2015 Kunduz, Afghanistan

Regional Admin PowerMets AF

1. Checking staff leave forms with attendance sheet at the end of each month, counting monthly salaries with bonuses and releasing whole team salaries into their bank accounts
2. Coordination for getting reports from field teams using phone, text messages or emails
3. Providing consumables from KDZ main stock for the rest of the regions in order to not face with outages regarding shortage
4. Calculating and updating stock database for monitoring field stocks on daily basis to not face with shortage regarding consumables
5. To have stable power and telecom services, I was trying my best to achieve mentioned target
6. Holding voice call conference and meetings with field maintenance concerns to pay the most attention to their holy jobs
7. Appreciating main office including field employees as they had proved our satisfaction in case they were in issues or troubles
8. Develop and maintain a superior working relationship with all internal staff

Business or Sector Professional, scientific and technical activities | **Department** Operation and Maintenance

EDUCATION AND TRAINING

2017 – 2022 Kunduz, Afghanistan

Bachelors Degree Kunduz University

Field of study Education | **Final grade** A | **Thesis** Demotivation Factors in Reading Books among Afghan 12th Grade Students

2004 – 2014 Kunduz, Afghanistan

Baccalaureate Bagh-e Miry High School

03/2010 – 06/2012 Kunduz, Afghanistan

IRC System English Certificate Fikran English Language and Computer Cultural High Centre

Address Headquarter street, Jada-e Vellayat, Kunduz, Afghanistan

25/08/2010 – 25/12/2010 Kunduz, Afghanistan

Computer Training Program (CIT) ITC course (Funded by GIZ)

Address Next to AIB bank, Imam Sahib port, Kunduz, Afghanistan

07/07/2010 – 21/07/2010 Kunduz, Afghanistan

Basic Internet Training Program LLC (Lincoln Learning Center)

Address Next to KDZ MOC, Jada-e Velayat, Kunduz, Afghanistan, Kunduz, Afghanistan

02/05/2011 – 03/05/2011 Kunduz, Afghanistan

HIV (Human Immunodeficiency Virus) AIDs Youth Affairs Department (Youth Relationship Information Center)

Address Municipality road, Kunduz, Afghanistan, Kunduz, Afghanistan

28/01/2023 – 28/01/2023 Kunduz, Afghanistan

E-learning Course on Resource Efficiency UN ESCAP

Address Online Platform, Kunduz, Afghanistan | **Website** <http://www.unescap.org>

09/01/2023 – 06/02/2023 Kunduz, Afghanistan

Basic English 1: Elementary King's College London

Address Online Platform - FutureLearn, Kunduz, Afghanistan | **Website** www.futurelearn.com

LANGUAGE SKILLS

MOTHER TONGUE(S): Pashtu

Other language(s):

Persian

Listening C2

Reading C2

Writing C2

Spoken production C2

Spoken interaction C2

English

Listening C1

Reading B2

Writing C1

Spoken production B2

Spoken interaction C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | MS Word | MS Excel | Microsoft Powerpoint | Social Media | Google Drive | Google Docs | MS Outlook | Facebook | LinkedIn | WhatsApp | Microsoft Teams | Zoom | Gmail | Twitter | Instagram | Teamwork oriented | Good listener and communicator | Reliability | Creativity | Written and Verbal skills | Motivated | Good Interpersonal Skill | Skype

ADDITIONAL INFORMATION

References

Muhammad Yaqoob Seraj

Position: Lecturer

Organization: Kunduz University

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Fatima Anosha

Position: HR Manager

Organization: I Engineering Group

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Mohammad Aslam

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Nasrullah Mohammadi

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