

# Curriculum Vitae

## PERSONAL INFORMATION



### Hayutullah "Najafi"

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Sex Male | Date of birth 31/12/1994 | Nationality Afghan

## JOB APPLIED FOR POSITION

### IT Officer

## WORK EXPERIENCE

2020-2021

#### One-year internship at ICT Cisco LAB.

- Installing Cisco Equipment Like Switches, Router, Wireless AP.
- Configuring and Troubleshooting Router, Switches, Wireless AP.
- Implement Routing and Switching Protocols to Router & Switches.

2021 -2022

#### As ICT Technician at Private ISP.

- Microwave Antenna alignment.
- Microwave Installation to the BSS.
- Maintenance and Configure Microwave.
- Installing kinds of operating system to computers.
- Repairing printer and print data sheets.

2015-2023

#### Data Entry Clerk Part & Full Time.

- Entering Data to Database.
- Sending, Receiving & Analysing Data.
- Reporting Data and amount of money to Iran branches.
- Correcting and Backup all data.

## EDUCATION AND TRAINING

2017 – 2021

Information and Telecommunication Engineering.

2020 - 2021

Network Engineering at ZoomByte IT Training Center.

2020 - 2021

English Language at TOEFL House.

2003 – 2015

High School Diploma from Alberoni High School.

## PERSONAL SKILLS

- Network Engineering (Network+, CCNA 200-301, CCNP Enterprise, MTCNA).
- Front-end Web Developer (HTML5, CSS3, JS).
- MS Office Packages.
- Photoshop CS3.
- Fast Typing (70wpm).
- QuickBooks.

Mother tongue(s) Dari Language

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Excellent	Excellent	Excellent	Excellent	Excellent
	Some Course Certified.				
Pashto	Excellent	Excellent	Excellent	Excellent	Excellent

Communication skills ▪ Good communication skills gained through my experience as Network Engineer.

Organisational / managerial skills ▪ Leadership (currently responsible for a team of 10 people).  
▪ Class Agent.  
▪ Data Entry and Communicate with more than 1000 clients.

Job-related skills ▪ Good command of quality control processes (currently responsible for quality audit).  
▪ Good field survivor, design and implement maps on the fields.

Computer skills ▪ Best at Network Technician.  
▪ Best command of Microsoft Office™ tools  
▪ Best on Data Entry and Mathematics.

Other skills ▪ Cook  
▪ Horticulture  
▪ Problem Solver  
▪ Data Analyser

## ADDITIONAL INFORMATION

Publications ▪ How to teach efficiently and got a honours certificate as a best teacher.  
Presentations ▪ I have gotten as best student certificate on physics class among 700 students at Tolo-e-Danesh.  
Projects ▪ On the final project during graduation at university I have gotten 92%.  
Conferences ▪ Good on Collecting data and entering to Database quickly and accurately.  
Seminars  
Honours and awards  
Memberships  
References