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|  |  | Ayub Shafae  representative of the Student Affairs |
| Profile With a distinguished academic background in high school, excelling in computer studies, Dari literature, and geography. Demonstrated expertise in communication, organization, and information management through roles in the Student Affairs and Archive departments at Gawharshad University. Proficient in Dari and English, showcasing strong leadership skills and digital proficiency, particularly in graphic design. Proven commitment to continuous learning and professional growth evident through active participation in seminars, community events, and acquisition of certificates. Contact PHONE:  +93772460376  EMAIL:  [ayubshafae20@gmail.com](mailto:ayubshafae20@gmail.com) Hobbies Reading  Hiking  Chess  Walking |  | EDUCATION[School Name] 5/01/2010 – 08/12/2022  I am proud to have achieved a GPA of 94.45% and have received numerous appreciation certificates for my academic performance. Some of the key coursework I excelled in includes, Computer, literature, and geography. I am passionate about learning and always strive for excellence in my academic pursuits." WORK EXPERIENCE representative of the Student Affairs  - current  Office, my primary responsibility is to offer services to students. These services include helping them choose their academic credits and offering guidance on how to utilize the university system. I also examine and register their personal information.  Archive Department  17/01/2023 - 29/07/2023  I was instrumental in the archive department's sorting and classification of student papers, guaranteeing their orderly arrangement and simple access. **SKILLS**  * Languages: Dari (Mother tongue), English: B2. * Communication Skills: Developed through roles in Student Affairs and Archive departments. * Organizational / Managerial Skills: Leadership experience as head of the student association. * Job-Related Skills: Information Management, Communication, Administrative abilities. * Digital Competence: Information processing, Communication, Content creation, Safety, Problem solving. * Other Skills: Graphic design from online classes and freelance work. |