

Ghulam Mustafa Zaka

Expert at assigning and delegating tasks, Teamwork oriented, Creative

9241 Bruceville Road,
Elk Grove, CA 95758
(916) 840-4277
g.mustafa.zaka@gmail.com

EXPERIENCE

Apple, Elk Grove-California —Problem Station Department staff

December 2021 - Present

-Receiving Apple products, providing codes for retail products, Data entry, solving retail products receiving problems.

Consulate General of Afghanistan, Istanbul-Turkey —Administrative and Finance Manager

January 2020 - September 2021

- Maintaining appropriate control of expenses, labor hours, operating costs, and inventory within areas of responsibility.
- Bookkeeping, budget and report preparation.
- Recommending, implementing and enforcing policies for assigned areas of responsibility.
- Leading, managing, planning, directing, and controlling all aspects of accounts payable, accounts receivable, IT systems, cash control, and ticketing controls.

Ministry of Foreign Affairs, Kabul-Afghanistan— Project Manager for Diplomatic Archive Digitization Project

January 2016 - October 2019

- Creating and managing project documentation.
- Coordinating internal resources for execution of the project.
- Establishing and maintaining relations between vendors.
- Developing a detailed project plan.

Sefat Construction Company, Kabul— Administrative Assistant

March 2011 - December 2015

- Provide administrative support to the office manager, project manager, general contractor, and other construction management staff.
- Execute clerical and general office duties such as setting up filing systems, data entry, typing, copying, ordering office supplies, and other administrative tasks for special projects as requested.
- Coordinate meeting logistics and deliverables such as handouts, and make travel arrangements for the project management team.

Afghan National Army English Training Program, Kabul-Afghanistan— Instructor

November 2009 - December 2010

- Teaching English language for Afghan Army Forces.
- Planning course materials and activities, assessing the students' progress, and other administrative activities.

EDUCATION

Bogazici University, Istanbul-Turkey — MA

October 2020 - September 2021

Master of Arts in International Relations:
Turkey, Europe, and the Middle East.

Kabul University, Kabul-Afghanistan — BA

April 2009 - December 2013

Bachelor of Arts in Law and Political
Science: Administrative and Diplomacy

SKILLS

- Proficient in Microsoft Office software applications
- Ability to lead and manage
- Adobe Acrobat skills
- Teamwork oriented attitude
- Detail-oriented and ability to multi-task
- Work independently with minimal direction

AWARDS

- Certificate, OSCE (Organization for Security and Cooperation in Europe) Young/Expert Junior Diplomat Training Program
- Certificate, Bulgarian Foreign Ministry, Administrative Capacity Building for Afghan Diplomats.
- Certificate, First India-China Joint Program, Administrative Capacity Building for Afghan Diplomats

LANGUAGES

Persian, Pashto, English, Turkish