

**Current Address:** Kabul, Afghanistan

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# Marjan Rashidi

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## Objective

To leverage strong interpersonal, organizational, and advocacy skills in facilitating community engagement, fostering participation, and building sustainable relationships with diverse stakeholders. Dedicated to empowering individuals and groups by mobilizing resources, raising awareness, and promoting collaborative efforts that address community needs and drive meaningful social change.

## TECHNICAL SKILLS

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Profound knowledge of Google Workspace (Docs, Sheets, Forms)
- Experience with survey tools (Kobo, Google Forms, SurveyMonkey, Microsoft Forms)
- Leadership and Problem-Solving
- Team Collaboration

## WORK EXPERIENCE

### **Harakat-AICFO – Reporting Assistant - August 2024 – Present**

- Assist in preparing reports, proposals, and presentations.
- Support the planning and execution of ongoing projects and events.
- Maintain and update databases, records, and documentation systems.
- Create content for social media, newsletters, and other communication platforms.
- Provide administrative support, including scheduling, email correspondence, and file management.
- Analyze data and compile insights for internal and external reporting.
- Ensure timely completion of assigned tasks to meet project deadlines.
- Collaborate with team members on daily tasks and long-term objectives.

### **Star Waves Management Consultants – Data Entry Intern - February 2024 – July 2024**

- Enter and update data accurately into spreadsheets, databases, and online systems.
- Verify the accuracy and completeness of data by cross-referencing with source documents.
- Organize and maintain digital records and files in an accessible and systematic manner.
- Perform regular data quality checks to identify and correct errors or inconsistencies.
- Assist in compiling data reports and summaries for team members or management.
- Participate in training sessions to familiarize with tools and software
- Format and standardize data entries to align with organizational standards.
- Assist in retrieving specific data or records when requested.

### **Mardomak Media Company – Content Creator – June-December 2023**

- Assist in brainstorming and generating ideas for written and visual content.
- Write and edit content for various platforms, ensuring clarity and professionalism.
- Conduct basic research to ensure accurate and relevant information in content.
- Collaborate with team members to align content with organizational objectives.
- Proofread and review materials to maintain high-quality standards.

- Provide general support in the development of communication materials.
- Assist in preparing content for presentations or meetings.
- Support the team with ad hoc tasks related to content development.

## EDUCATION

<b>Undergraduate Studies</b>	
American University of Afghanistan (AUAF)	2024 – Present
<b>Transition to Success TTS Program</b>	
American University of Afghanistan (AUAF)	2023 – 2024

## PROFESSIONAL DEVELOPMENT

**Web Development** - Afghan Girls in Web Dev  
 American University of Central Asia  
**Basic Accounting** - Afghan Girls in Accounting  
 American University of Central Asia  
**AI for Everyone** – Course-era  
**Introduction to Computers** – Course-era

Language	Speaking	Writing	Reading
Dari	Fluent	Excellent	Excellent
English	Fluent	Excellent	Excellent
Pashto	Good	Good	Good

References are available upon request