

Najiba Haidari

Full Stack Web Developer

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SUMMARY

Motivated Full Stack Developer currently enrolled in a rigorous 15-week Software Engineering Bootcamp at ActiveWork, and also graduated from the Full Stack Flex Coding Bootcamp offered by the University of Denver. Proficient in front-end and back-end technologies, with a strong focus on JavaScript, React, and the MERN (MongoDB, Express.js, React.js, Node.js) stack. With strong communication skills, attention to detail, and proactive problem-solving abilities from prior professional experiences, I am eager to contribute to and advance within the technology industry while learning from seasoned engineers.

EDUCATION and CERTIFICATIONS

Software Engineering Bootcamp - ActiveWork powered by PerScholas, Denver, CO	Feb - Jun 2024
Certificate of Full Stack Flex, Coding Bootcamp - University of Denver, CO	Dec 2022 - Jun 2023
BS in Finance - Dunya University, Kabul, Afghanistan	2013

SKILLS

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|-----------------------|--------------------|------------------------|
| • Javascript | • Fundamental Java | • Git |
| • React.js | • Node.js | • Problem-solving |
| • Bootstrap /Tailwind | • Express.js | • Teamwork |
| • CSS3 | • My SQL | • Communication |
| • GraphQL | • NoSQL | • Interpersonal Skills |

PROFESSIONAL WORK EXPERIENCE

Business Support Assistant, United Nations World Food Programme	Sep 2019 – Jun 2022 Kabul, AFG
<i>The United Nations World Food Programme provides food assistance and support to vulnerable populations.</i>	
<ul style="list-style-type: none">• Administered training and workshops for national and international staff, ensuring effective personnel development.• Prepared leave plan and work plan under instruction from the Head of Unit.• Monitored travel documents and arrangements, ensuring personnel safety and compliance.• Facilitated purchase requests and verified micro-purchase orders and managed service contracts in consultation with the Head of Unit.• Processed documents in WINGS, SAP, SES, GRNs software of WFP and UNHAS flight booking.	
Secretary, Embassy of the Republic of Indonesia	Jan 2013 – Sep 2019 Kabul, AFG
<i>The Indonesian Embassy in Kabul, Afghanistan represents the Republic of Indonesia's diplomatic presence.</i>	
<ul style="list-style-type: none">• Managed and coordinated secretarial duties for diplomats, including handling correspondences, maintaining schedules, and ensuring timely action on all assigned tasks.• Drafted correspondences, documents, reports maintaining high standards of accuracy and confidentiality.• Managed and maintained filing system for the Embassy, ensuring organized storage and retrieval of specific documents as needed.• Coordinated travel arrangements for over 100 importers and exporters to attend the annual Trade EXPO in Indonesia.• Reviewed educational documents of up to 300 students for degree and non-degree scholarship consideration at the Embassy.	