

# Hasina Rahimy

Tel: +93 (0) 7888-01110

Email: hasinarahimy5656@gmail.com

Kabul, Afghanistan

## Personal Statement

An experienced and enthusiastic person who has contributed to the outcomes of various projects focusing on anti-corruption, good governance, and youth empowerment. I am observed as hard working and pro-active employee committed to meet high standards of work.

---

## Professional Background

---

- **Visa Officer Kabul, AFG**
- **Mavi Travel and Tour Kabul, Afghanistan**

- **Private Sector**
- **1<sup>th</sup> January, 2016 – December 2018**

## Duties and Responsibilities:

- The Visa and Immigration Consultant must oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly.
- The Visa and Immigration Consultant must interview all clients and deal with all applications face to face and by post to ensure that the client is suitable.
- You must oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government.
- The Visa and Immigration Consultant must ensure that all of the information provided by the client is accurate and correct, preparing and checking all legal documents.
- The Visa and Immigration Consultant must prepare all fee quotes and any information required by clients, colleagues or authorities.
- You must maintain strong working relationships with all clients and colleagues.
- The Visa and Immigration Consultant must be able to help the client to obtain Visas, Green cards and other documentation required.
- You must take full responsibility of all Immigration issues and operations, remaining up to date with any changes to legislation.
- As the Visa and Immigration Consultant you may be required train some HR staff to enhance their understanding of immigration rules to help them to fulfil their roles to a high level.
- Registration of visa applications form for Turkey.
- Data registration in electronic database.
- Handle enquiries regarding visa residence and work permits.

- Answering enquiries by email.
- Check applications (verifications).
- Perform interviews with applicants and reference persons.
- Communication between applicants and Turkey consular.
- prepare applications for afghan passports and other countries passports needed visa.

- **Surveyor-Smart Phone Project**
- **Kabul, Afghanistan**

- **atr consulting**
- asses – transform – reach**
- **10th September, 2014**

### **Duties and Responsibilities:**

- Taking Surveys through calling the customers.
- Ensuring the data is collected according to the list finalized by the Beneficiary selection committee.
- Syncing electronic questionnaires to the main database/server via mobile internet.
- Guiding beneficiaries to distribution/registration centers for the sake of SCOPE registration.
- Attending training sessions organized for surveyors at the main office.
- Performing any other duties assigned by the Line Manager.

- **English Instructor**
- **Kabul, Afghanistan**

- **Private Sector**
- **10<sup>st</sup> May, 2009 – 31 October,2010**

### **Duties and Responsibilities:**

- Evaluate the comprehension ability of students through their performance in school work
- Observe students behavior in school to determine their emotional balance as it affects their academic performance
- Take attendance of students to know those who are present and those who are absent
- Keep records of students performances in class work and compile their grades at the end of every school term
- Watch students closely to ensure that they don't indulge in any forms of rough play or activity that could cause harm to them
- Take disciplinary actions on students that behave badly and reward those who behave well
- Report unusual behavioral patterns observed in children to their parents and guardians
- Wait after school to ensure that all students leave the school environment safely.
- Taking Lesson plan on daily basis;

- Preparing quarter and final exam ;
  - Maintain a good discipline with students ;
  - Teach all integrate skills such as speaking ,writing,lestening and reading;
  - Understanding of students behavior and encouraging them toward their lessons;
  - Maintaining a good environment inside class which allows all to take part in class;
  - 
  - Other duties will assign by line manager
- 

## **Education**

### ➤ **English Literature Faculty**

With core subject of (English)

Kabul Education institute

Kabul, Afghanistan

April- 2013

### ➤ **Baccalaureate degree**

Graduated from Lamhe Shahid High School

Kabul Afghanistan

2009

### ➤ **Diploma of DEL Arman Naween**

Graduated from DEL course

Kabul Afghanistan

January 2009

### ➤ **Training and Seminars**

- Microsoft Office Package, including Word, Excel and Power Point
- Data collection, entry and management for program analysis
- Demonstrated ability to work in a demanding environment with a multi-cultural team
- Demonstrated research skills
- Internet and Outlook
- Completed 10 days training First Aid and it's practical Implementation at ( Haziq Scientific Educational Academic)
- Completed three months Nursing program,First Aid,Midwifery,Abdominal Ultrasonography at (Kara Farhat Consulting Services & Adminstration)
- Three months training First Aid,Midwifery,Abdominal Ultrasonography at (Lodin Clinic)

- Completed 15 Hours clinical skills training program with 100% practical work at (Hami Danish Training Center in Cooperation with Hazrat Mola Ali Hospital)
- Completed 3 months pencil drawing online class with (The Book Organization)
- Completed 2 months graphic design program with (Organization Of Justice Watch Afghanistan)
- Completed Embroidery online class with (The Book Organization)

### Effective communication skills at all levels

#### Proficient user of:

- Microsoft Word
- Excel
- Access
- Power Point
- Outlook
- Drop Box
- Google Calendar
- Photoshop
- Fire Works
- Flash

- Able to handle assignments under high pressure and meet deadlines
- Professional appearance and strong work ethics
- Very good interpersonal skills
- Reliable and a very good team player
- Typing – English and Dari touch system

### Language Proficiency

	<b><u>Speaking</u></b>	<b><u>Writing</u></b>	<b><u>Reading</u></b>
▪ <b>Dari</b>	Excellent	Excellent	Excellent
▪ <b>Pashto</b>	Very Good	Very Good	Excellent
▪ <b>English</b>	Excellent	Excellent	Excellent
▪ <b>Urdu/ Hindi</b>	Very Good	Very Good	Very
Good			

### References

#### ➤ Faridoon Walizada

Career Counselor  
RET GERMANY

Contact: +93-785-692-558  
Email: Faridoonwalizada11@gmail.com

➤ **Ahmad Zaki Azimi**

Deputy at Mavi Travel & Tour  
Contact: +93-771-125-125  
Email: Zaki@mavi.com