

Sharifullah Abed

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Education

Jan 2020 – Continued-- Bachelor of Science, **The American University of Afghanistan (AUAF)** Kabul-

Major: Information Technology

Jan 2019 - Dec 2019 (Academic program of English Language), **The American University of Afghanistan**

Sep 2016- Aug 2017 (**Diploma of English Language and Computer**) **Afghan Youth Connect (AYC)**
Nangarhar, Afghanistan

Jan 2015- Dec 2015 (**Diploma in Science Technology**) (**DIT**) **German Aid for Afghan Children (GAAC)** Nangarhar, Afghanistan

Mar 2013- Dec 2014 (**Diploma of English Language**) **International Rescue Committee (IRC)**
Nangarhar, Afghanistan

Professional Experience

Feb 2022 – Current **IT Tutor** at the American University of Afghanistan, **Kabul, Afghanistan**

- Teaching and instruction in IT subjects
- Providing assistance and support to students on their Projects
- Evaluating student performance and providing feedback prior to submission
- Mentoring and guiding students in IT-related fields

Feb 2022 – June 2022 **Residence Assistant (RA)** at the American University of Iraq Sulimaniyah
AUIS **Sulimaniyah, Kurdistan, Iraq**

- Monitoring the male dorm
- Keep track of the student's requests
- Arranging events for dorm students
- Performing inspection of the apartments
- Planning events and entertainment

Sep 2020 – Aug 2021 **Assistant IT Officer** Dynamic Experts Company **Kabul, Afghanistan**

- Preparing and delivering Regular Reports
- Controlling IT internal staff
- Checking regular work outcomes
- Preparing plans and deadlines for the project

Mar 2020 – Aug 2020 **Assistant IT Manager** Life-Tech IT company **Kabul, Afghanistan**

- Preparing and delivering Regular Reports
- Controlling IT internal staff
- Checking regular work outcomes
- Preparing plans and deadlines for the project

Jan 2019- Dec 2019 **English teacher at** Kahkashan English Academy **Kabul, Afghanistan**

- Teaching English
- Creating and editing lesson plans
- Providing instructional resources for inside and outside of the classroom
- Observing and evaluating student performance
- Grading homework and tests
- Keeping students and the department updated about the student's progress

Aug 2019- Aug 2020 **English Translator** at Azadi Radio **Kabul, Afghanistan**

- Doing live translations
- Translating Persian, and Pashto articles, radio reports, news, and children's magazines
- Completing production works i.e., arranging interviews, planning work trips

June 2019 - Sep 2019 **Computer Teacher** at Afghan Youth Connect **Nangarhar, Afghanistan**

- Preparing and delivering English lessons
- Encouraging students to express their thoughts through art projects
- Checking students' works
- Preparing exams and lesson plans

Certificate and Awards

- Certificate of Social worker
- Work-study Awards for the AUAF IT department
- Certificate of Completion of Advanced IT (Social media and Marketing) course with WorkWell Foundation

Skills

- **Language:** Native Pashtun Fluent English Fluent Persian(Dari) Fluent Kurdi
 - **IT:** Microsoft Office, Programming, Database, Website developing, Google Applications, Photoshop, Illustrator, QuickBooks Accounting Software, Internet Browsing,
 - **General:** Teamwork, Self-Starter, Detail Oriented, Perfectionist, Problem Solving, Critical Thinking, Quick learning, Flexibility, Communication, Organizational, Creativity, Responsibility, Hard working.
 - **Typing Speed:** around 50+ WPM
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