

# RAZIA AKBARI

Kabul 1007

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As a medical student and associate degree holder in computer science, I possess a unique combination of skills and knowledge in both healthcare and technology. With professional experience in HR and leadership, I have developed strong communication, organizational, and problem-solving skills that enable me to excel in any role. I am passionate about using my diverse background to make a positive impact on the healthcare and Tech industries.

## Work Experience

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### **HR and Digital Marketing Intern**

GAO Tek Inc

January 2023 to January 2023

- Assisting with recruitment and hiring processes
- Maintaining employee records and files
- Coordinating employee benefits and compensation
- Conducting new hire orientations and onboarding
- Assisting with performance management and employee relations issues
- Responding to employee inquiries and requests for information
- Coordinating training and development programs for employees
- Assisting with HR projects and initiatives as needed
- Ensuring compliance with HR policies, procedures, and regulations
- Providing administrative support to the HR department

### **HR admin/Liaison Officer**

Projectlockdown

January 2020 to December 2021

- Assisted Senior HR members with various tasks.
- Worked as a reliable and dedicated team member in the HR department, dedicated to fostering the mission of PLD's.
- Recorded and reported employee issues, and brought them to Senior HR members when necessary.
- Reported important events and incidences to senior HR members.

## Education

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### **Associate of Science in Computer Science**

University of the People - Pasadena, CA

November 2021 to Present

### **Therapeutic Medicine**

Ghalib University

2021

Afghan Turk Maarif High school  
February 2016 to December 2020

## Skills

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- Interpretation
- Translation
- Human Resources
- HTML5
- Java
- JavaScript
- Web development
- Canva
- Figma
- Bilingual
- Human Resources Management
- Bootstrap
- CSS
- Python
- Computer Science
- Git
- Digital design
- Graphic design
- Leadership
- Linguist Experience

## Languages

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- Pashto - Expert
- Persian - Expert
- English - Fluent
- Turkish - Intermediate

## Links

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<https://www.linkedin.com/in/razia-akbari-19b5271b0/>

## Reference

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**Mursal Ayobi - HR Team Leader at GAO Tek Inc.**

[mursalayobi1379@gmail.com](mailto:mursalayobi1379@gmail.com)

**Mr. Samiullah Shirzai | HR Supervisor at GAO Tek Inc**

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