

# **CURRICULUM VITAE OF IHSANULLAH ZADRAN**

Address: Sabiq Taimani, Saleem Caravan Square, Omari Tower,  
3rd floor, Apartment No. 3, Kabul- 1007, Afghanistan

Email: [zadranalizai7@gmail.com](mailto:zadranalizai7@gmail.com)

Mobile: +93780712014

---

## **Academic Qualifications:**

### **10<sup>th</sup> to 12<sup>th</sup> Grade Graduation Certificate**

Noorulbasar Number 3 Private High School

Course Start Date: 01/January /2017

Course End Date: 30/April/2020

Percentage Obtained: 70.59%

Result Publish Date: 30/ November/2020

### **Diploma in English Language**

Hamnava English Learning Centre

Course Start Date: 01/January /2021

Course End Date: 31/October/2022

## **Work Experience:**

**Company Name:** Raoufi Global Group of Companies.

**Designation:** Regulatory Affairs Assistant

**Address:** Office # 12, Street #9, Taimani Sabiq, Kabul, Afghanistan 1007.

**Time Period:** 01/December/2022 to till now

## **Duties and Responsibilities:**

- ✓ Act as a coordinator between company and government for better task alignment and make sure governmental policies are included in daily operations.
- ✓ Create, process and document Performa's as instructed by line manager.
- ✓ Process product sampling upon consignment/container entrance to Afghanistan and prepare required documents as required.
- ✓ Corporate Marketing Planning.
- ✓ Process product sampling, Quality Control Analysis results till stock clearance.  
Process all payments related to QC, AFDA, Customs and stock clearance

## **Skills Gained:**

- ✓ Time Management Skill
- ✓ Analytical and problem solving skill
- ✓ Excellent communication and 'people skills'
- ✓ Good planning and organizational skills
- ✓ The proven ability to work calmly under pressure
- ✓ Microsoft Office Skills

**Extra-curricular activities & hobbies:**

- ✓ Played Games (especially Cricket) at college & school level.
- ✓ Coordinator in technical and sports team of college
- ✓ Sports, Travelling & volunteering.
- ✓ Reading Book & Newspapers, Listening Music, Watching TV & Movies etc.

**References:**

1. Toryalai Rasikh  
Assistant Directorate and HR  
Manager.  
Raoufi Global Group of Companies  
[Adm@raoufigroup.com](mailto:Adm@raoufigroup.com)  
Phone: +93 (0) 78 614 0260