



Salman Safi

Nationality: Afghan **Date of birth:** 20/05/1999 **Gender:** Male

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Email address: salmansafi20244@gmail.com

Home: House 25th Asadabad Damkale, 2801 Asadabad (Afghanistan)

WORK EXPERIENCE

General Controller

Tolo Safi Construction Company [01/04/2019 – 01/09/2022]

City: Jalalabad

Country: Afghanistan

1. Financial Reporting
2. Budgeting and Forecasting
3. Cost Accounting
4. Financial Analysis
5. Cash Management
6. Internal Controls
7. Financial Planning and Strategy
8. Audit Preparation and Compliance
9. Tax Planning and Compliance
10. ERP System Management
11. Vendor Management
12. Financial Risk Management
13. Team Leadership and Development
14. Financial Policies and Procedures
15. Special Projects and Analysis
16. Communication and Collaboration

Head of English Language Department

Master Academic Complex [01/11/2022 – 01/07/2023]

City: Jalalabad

Country: Afghanistan

1. Curriculum Development
2. Instructional Leadership
3. Program Management
4. Quality Assurance
5. Student Support
6. Recruitment and Training
7. Assessment and Evaluation
8. Technology Integration
9. Budget and Resource Management
10. Collaboration and Outreach
11. Research and Innovation
12. Compliance and Accreditation
13. Communication and Reporting
14. Cultural Sensitivity and Inclusivity
15. Emergency Preparedness
16. Continuous Improvement

EDUCATION AND TRAINING

Bachelor of Business Administration BBA

Khurasan University [06/02/2019 – 09/06/2023]

City: Jalalabad

Country: Afghanistan

Website: <https://www.khurasan.edu.af/>

High School

Omara Khan High School [09/02/2006 – 14/05/2018]

City: Asadabad

Country: Afghanistan

LANGUAGE SKILLS

Mother tongue(s): **Pashto**

Other language(s):

English

Persian

LISTENING C1 READING C1 WRITING C1

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1 SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Microsoft Excel

COMMUNICATION AND INTERPERSONAL SKILLS

Motivational Speaker

MANAGEMENT AND LEADERSHIP SKILLS

Team Working

Time Management

Team Management

RECOMMENDATIONS

Lecturer at Khurasan University

Name: Prof. Ali Ahmad Kazami

Email: aliahmadkazami9935@gmail.com

I have known them for several years.

he is wonderful in learning

I strongly recommend studying abroad to get a master's degree.

Lecturer at Khurasan University

Name: Prof.Sayed Sajjad

Email: sayedsajjad1988@gmail.com

I have known them for several years.

he is wonderful in learning

I strongly recommend studying abroad to get a master's degree.

