



## Sahimullah Sahar

**Nationality:** Afghan **Date of birth:** 11/11/2005 **Gender:** Male

**Phone number:** (+93) 0764194920

**Email address:** [saharsahimullah@gmail.com](mailto:saharsahimullah@gmail.com)

**Home:** House 3th Street 7th Asadabad, 2801 Asadabad (Afghanistan)

### WORK EXPERIENCE

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#### HR Assistant

**Tolo Safi Construction Company** [ 13/09/2023 – Current ]

City: Jalalabad

Country: Afghanistan

1. Recruitment assistance
2. Onboarding support
3. Employee records management
4. Benefits administration aid
5. Payroll assistance
6. Compliance oversight
7. Basic employee relations
8. Training coordination
9. Health and safety compliance support
10. Project assistance
11. Administrative support
12. Event coordination
13. Vendor management
14. Confidentiality maintenance
15. Process improvement suggestions

#### English Language Instructor

**Spin Ghar Educational Center** [ 03/03/2023 – 15/08/2023 ]

City: Asadabad

Country: Afghanistan

1. Lesson planning and delivery.
2. teaching grammar, vocabulary, and language skills.
3. Assessing student progress and providing feedback.
4. Creating a positive and inclusive learning environment.
5. Incorporating technology and cultural content.
6. Communicating with students and stakeholders.
7. Professional development and continuous improvement.

### EDUCATION AND TRAINING

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#### High School

**Asadabad High School** [ 04/03/2009 – 15/09/2021 ]

City: Asadabad

Country: Afghanistan

## Diploma In English Language

**Spin Ghar Educational Center** [ 13/01/2022 – 13/01/2023 ]

City: Asadabad

Country: Afghanistan

### LANGUAGE SKILLS

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Mother tongue(s): **Pashto**

Other language(s):

**English**

**Persian**

**LISTENING C1 READING C1 WRITING C1**

**LISTENING B2 READING B2 WRITING B2**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1 SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

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

### DIGITAL SKILLS

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Microsoft Office / Microsoft Excel

### COMMUNICATION AND INTERPERSONAL SKILLS

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**Public Speaker**

**Motivational Speaker**

### MANAGEMENT AND LEADERSHIP SKILLS

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**Team Working**

**Time Management**

### RECOMMENDATIONS

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#### Principle of Asadabad High School

Name: Ghulamullah Waqar

Phone number: (+93) 0777212090

Email: [ghulamullahwaqar99@gmail.com](mailto:ghulamullahwaqar99@gmail.com)

I have known them for several years.

He is wonderful in Learning

I strongly recommend Studying abroad to Pursue a bachelor's degree.

#### Lecturer at Asadabad High School

Name: Abdulhaq Hilal

Phone number: (+93) 0776219400

Email: [abdulhaqhilal400@gmail.com](mailto:abdulhaqhilal400@gmail.com)

I have known them for several years.

He is wonderful in Learning

I strongly recommend Studying abroad to Pursue a bachelor's degree.