



## Esa Norzai

**Nationality:** Afghan **Date of birth:** 01/07/1999 **Gender:** Male

**Phone number:** (+93) 0773349290 **Email address:** [esanorzais18@gmail.com](mailto:esanorzais18@gmail.com)

**Home:** House 7th Street 4th , 2801 Asadabad (Afghanistan)

### WORK EXPERIENCE

#### HR Officer

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

City: Jalalabad

Country: Afghanistan

1. Recruitment and staffing
2. Employee onboarding
3. Employee relations
4. Performance management
5. HR policies and compliance
6. Compensation and benefits administration
7. Health and safety
8. Employee development and training
9. HR administration
10. Diversity and inclusion

### EDUCATION AND TRAINING

#### Bachelor of Business Administration

**Khurasan University** [ 02/03/2019 – 06/03/2023 ]

City: Jalalabad

Country: Afghanistan

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

#### High School

**Omara khan High School** [ 02/03/2005 – 13/03/2017 ]

City: Asadabad

Country: Afghanistan

### LANGUAGE SKILLS

Mother tongue(s): **Pashto**

Other language(s):

#### English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

#### Persian

LISTENING C1 READING C1 WRITING 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**

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Microsoft Office / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access

## **COMMUNICATION AND INTERPERSONAL SKILLS**

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**Public Speaker**

**Motivational Speaker**

## **MANAGEMENT AND LEADERSHIP SKILLS**

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**Time Management**

**Team Management**

## **RECOMMENDATIONS**

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### **Head of BBA Department at Khurasan University**

**Name:** Prof. Humayoon Akramzadah

**Email:** [humayoonakramzadah2@gmail.com](mailto:humayoonakramzadah2@gmail.com)

I have known them for several years.

he is wonderful in Learning

I strongly recommend him for master degree

### **Assistant Professor at Khurasan University**

**Name:** Prof. Ali Ahmad

**Email:** [aliahma9934@gmail.com](mailto:aliahma9934@gmail.com)

I have known them for several years.

he is wonderful in Learning

I strongly recommend him for master degree