JAMSHID SARWARI

Document Control Specialist | DABS Liaison

Kabul, Afghanistan ▪ Sarwaryjamshid1@gmail.com ▪ +93 (74) 720 0004

Detail-oriented Document Controller and IT specialist with a BSc in Computer Science and hands-on experience in construction and infrastructure projects. Proven expertise in managing DABS PMO submission processes, utilizing the DABS MIS system, and ensuring project documentation meets strict QA/QC standards. Proficient in database management with working knowledge of Primavera P6 for project tracking. Skilled in bridging the gap between technical teams, clients, and subcontractors to ensure timely project deliverables.

SOFTWARE SKILLS

Expert	Mid-level experienced	Working knowledge
✓ DABS MIS System	✓ MS Office Suite	✓ Primavera P6
✓ QA/QC Procedures	✓ Database Management	✓ IT Hardware Setup
✓ MS Excel (Advanced)	✓ English (B2)	✓ Network Troubleshooting
✓ Document Control	✓ Technical Reporting	✓ ISO Standards
✓ Submittals Tracking		✓ Photoshop
✓ Dari / Pashto		

WORK EXPERIENCE

Admin & IT Managing Assistant | Afghan Invest Company | Kabul   **01 June 2024 – Present**

- Managed the daily tracking and execution of documents directly through the Da Afghanistan Breshna Sherkat (DABS) MIS system.
- Registered, printed, and delivered project submittals to relevant departments and external clients (DABS) in both soft and hard copy formats.
- Conducted detailed QA/QC reviews of all outgoing documents to verify signatures, correct formatting, and completeness before submission.
- Maintained the central project database, logging all incoming and outgoing correspondence to ensure 100% traceability.
- Generated status reports regarding document workflows and pending approvals for the Project Manager.

Admin and Database Manager | Abshar Rahmat Construction Co. | Kabul   **June 2023 – May 2024**

- Developed and maintained project databases for accurate storage and retrieval of construction data.
- Organized digital and physical filing systems for project documentation, ensuring fast retrieval during audits.
- Supported engineering teams by preparing progress reports and tracking project milestones.
- Monitored administrative resources and generated periodic performance reports for management.

Document Controller | KEC International Limited | Qala Fathullah, Kabul   **Aug 2022 – May 2023**

- Managed documentation for the major "NEPS/SEPS Connector" transmission line project (Ghazni to Kandahar East).
- Coordinated the submission of official letters and material lists to DABS and NPA during critical project handover phases.
- Maintained accurate records of project materials, equipment lists, and store inspection reports in compliance with DABS requirements.
- Facilitated communication between sub-contractors and the main office regarding site inspections and document clearances.

Database and Logistics Coordinator | Afghan Wadan Logistics | Kabul   **July 2021 – July 2022**

- Designed and updated company databases to track inventory, logistics, and supply chain operations.
- Prepared detailed reports on logistics operations and project progress to avoid delays.

Co-Founder & Executive Manager | Sawda.af | Kabul   **Jan 2018 – June 2021**

- Managed business operations including digital platform management and logistics coordination.

EDUCATION

BSc in Computer Science   **2024**
Gharjistan University, Kabul

Diploma in English   **2017**
Bright-way English & Computer Institute

Certificate in Information Technology (CIT)   **2016**
Bright-way English & Computer Institute

High School Diploma   **2015**
Habibia High School, Kabul

LANGUAGES

Dari: Native | **Pashto:** Fluent (C1) | **English:** Professional (B2)