Hakimullah Rahimi Safi

Data Entry Officer

Ahmad Shah Baba Mena (Distract# 12), Kabul-Afghanistan

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Results-oriented web developer with a Bachelor's degree in Computer Science. Experienced in database administration, data entry, and Network Fundamental's. Proficient in diverse programming languages and frameworks. Seeking a challenging role to leverage expertise in delivering innovative solutions and driving business success.

RESEARCH INTERESTS

Data Quality Assurance	Data Standardization	Data Security and Privacy	Workflow Optimization

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EDUCATION

Bachelor's in Computer Science

Computer Technology Institute "CTI"

08/2019– to 10/2022

Courses & Dissertation

- Database Administration & Development Oracle, MSSQL Server, MYSQL.
- Web Development HTML, CSS, Bootstrap.css, Tailwind.css JS, React.js, Django, PHP.
- Data Analysis.
- Networking Fundamental.
- Project Management.

High School Certificate

Pul Charkhi Boy's

04/2006– to 12/2018

Dissertation

- Completed coursework in mathematics, science, language arts, social studies, and foreign languages.
- Achieved a strong academic record, consistently demonstrating dedication and perseverance.

COURSES & CERTIFICATION

Cisco Certified Network Administration "CCNA"

M-Tech Institute

09/2019– to 01/2020

Cisco Certified Network Administration "MCSE"

M-Tech Institute

07/2019– to 10/2019

Diploma in English Language "DEL"

Global Educational Center

02/2017– to 01/2018

Certified in Information Technology "CIT"

M-Tech Institute

12/2018– to 11/2019

Test of English as a Foreign Language "TOEFL"

Global Educational Center

1/2018– to 06/2018

WORK EXPERENCE'S

Database Administration Intern
Kabul Right Directorate

09/2022- to 01/2023

- Design, implement and maintain database systems to ensure optimal performance, availability, and security.
- development teams to support application deployment and ensure seamless integration with databases.
- Monitor and troubleshoot database performance, including server resources, database performance, and queries.
- Develop and implement backup and recovery strategies to ensure data availability and minimize data loss.
- Administered multiple databases, including installation, configuration, and maintenance.
- Collaborate with cross-functional teams to identify and resolve database-related issues.

Data Entry Clerk
G-Tech Working in "MOD" Ministry of Defiance

09/2022- to 01/2023

- Entered and maintained various types of data into the company's database systems, ensuring accuracy and integrity.
- Verified and updated existing data, conducting regular quality checks to identify and correct errors.
- Collaborated with team members to resolve data discrepancies and inconsistencies.
- Managed time-sensitive assignments and met strict deadlines.
- Maintained confidentiality and security of sensitive information.
- Assisted in developing and implementing data entry procedures to improve efficiency and accuracy.
- Provided administrative support as needed, including organizing files and documents.
- Entered data from various sources into computer systems.

PROFESSIONAL SKILL'S

Database Management	Oracle D-B	MSSQL Server D-B	Typing Dari and English 40WPM
Microsoft Office Suite	Ability to Manage Task	Good communication Skill	Problem Solving Skill's

Language's

Pashto
Native

Dari
Full Professional Proficiency

English
Full Professional Proficiency

Urdu
Limited Working Proficiency

REFERENCE'S

IRSHADDUDEN HEMAT

Directorate of Database Department at "CTI"
Kabul, City
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PARDESS SAFI

General Technicians
MSH (Management Science for health "NGO") Kabul, City
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