

MOHAMMAD IBRAHIM KHALIL

Admin, Database Developer and Computer Teacher

Primary Address: Shughnan, Badakhshan, Afghanistan

Current Address: Qargha, District 5th, Kabul, Afghanistan.

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WORKING EXPERIENCE

1. Computer Teacher and Admin Assistant

2023- Present, Shams London Privet High School (part Time)

- I. Teaching Computer Subjects Grade 7 up to 12.
- II. Teaching Web Designing, Database Fundamental, MySQL and Office Package.
- III. Assisting for Preparing all Necessary reports and Documents according to School activities and Needs.

2. Computer and Database Teacher

2023 - Present, Kabul International High School (Part Time)

- I. Teaching Computer Subjects Grade 7 up to 12.
- II. Teaching Web Designing, Database Fundamental, MySQL and Office Package.

3. Computer and math Teacher

2022 – 2023, Jahan number 4 Privet High School and Afghanyar Privet High School

4. Database and Web Developer

2020 – 2022 WAPCOS Ltd, Indian international Company, Projects: KASA 1000 and Shatoot Dam

Main Responsibilities

- I. Collecting and analyzing all necessary requirements for Creating a Database.
- II. Designing algorithm and Drawing Flowchart according to the Collected Data.
- III. Create Database Logical Design (ERD & UML Model)
- IV. Create Physical Design, Back end (SQL Server), Front End ASP.net and C#
- V. Develop, maintain and optimize web Application Using HTML, CSS, Bootstrap, jQuery, Asp.net, C# and other necessary Frameworks.
- VI. Collaborate with Cross functional team design, develop and Deploy New Features.
- VII. Participate in code review and provide feedback to improve the quality of code.

5. Admin (National)

2019 – 2020 WAPCOS Ltd, Indian international Company, Projects: KASA 1000 and Shatoot Dam

Main Responsibilities

- I. Assist Indian Stuffs for purchasing, Travel tickets, ministries Meetings, NPA Meeting, RFP, RFQ and etc.
- II. Supervision of local Stuffs (Drivers, Guards, Cleaners and Cooker)
- III. Assist to ensure Timely procurement of goods/logistic requirement and services through monitoring the procurement progress with the WAPCOS procurement unit and follow up with vendors.
- IV. Prepare and update Indian Stuffs Visa and work Authorization card.
- V. Prepare local Stuffs Salary Report, daily expense and Purchasing Reports, renting Reports for Vehicles and Office, payment for internet, and etc.
- VI. Maintain inventory and records for vehicles, non- expandable assets, Training materials, Office Supplies

6. Database instructor (Night Shift)

2018 – 2019, Maiwand university, Kabul, Afghanistan

Main Responsibilities

- I. Teaching Database Fundamental, MySQL and SQL Server.
- II. Prepare handouts and teaching materials for Student Using power point slides.
- III. Engage in appropriate Training Program in the University
- IV. Assessing student Coursework's, Supervising Student Research Activities, Setting and marking Examination and etc.

7. Admin

2017 – 2019, BDCC (Bahar Durukhshan Construction Company) Sub Contractor of RGM Company

Project: Dasht Alwan – Arghandi 500 KV Transmission Line

Main Responsibility

- I. Preparation all necessary documents like daily attendance sheet for Stuffs, Salary Payment bill, stuffs contracts, fuel payment, vehicles Renting Contracts, office renting payment, tax, electricity payment and etc.
- II. Prepare and submit all reports according the Project Activities.
- III. Collect all data according the Needs of project from Deferent Company and report it to Herat Main Office.
- IV. Supervise of Stuffs (Site Engineers, Drivers, Guards, Cleaner, and Cookers)
- V. Attendant in RGM Meetings as per Request of RGM Company.
- VI. Control and Manage all Daily Works.
- VII. Create Database System for Collecting all daily, Weekly and Monthly Activities Reports and Mail It to Herat Main Office.
- VIII. Stuff salary management, daily purchasing management, Payment Management of renting and Sub Contractors, Tax report and etc.
- IX. Create all Finance Report of all Expenses and mail it to main Office to Herat and keep a hard copy of it in a File monthly.

8. Computer Teacher

2016 - 2017, Bakhter Privet High School, Kabul, Afghanistan

9. Computer Teacher

2012 – 2013, Mouj Computer and English language training Center, Kabul, Afghanistan

Main Responsibilities

- i. Teaching computer Programs (Office Package).
- ii. Trouble shouting, maintenance, Installation Hardware and Software.

EDUCATIONAL BACKGROUND

- 2017 **Kabul Education University, Kabul, Afghanistan**
Bachelor of Computer Science Department of information System
- 2013 **Mouj Computer and English Language Training Center, Kabul, Afghanistan**
10th Month English Language Program
- 2012 **Hakim Nasir Khusrow Balkhi High School, Kabul, Afghanistan**
12th Class

COMPUTER SKILLS

1. **Database skill** (MySQL, Oracle, SQL Server)
2. **Networking Skill** (CCNA, CCNP ,MCSA and MCSE)
3. **Microsoft Office Skills** (Word, Excel, Power Point, Access, Out Look)
4. **Programming Language skill** (JAVA, C#, PHP)
5. **Web Designing skill** (HTML, CSS, Java Script, jQuery, Bootstrap, ASP.Net)
6. **Operating System skill** (All version of Windows, Linux (Ubuntu))
7. **Graphic Designing skill** (Photoshop, Coral Draw, Premier, Slide show Builder, Preshow producer, Photo shine)
8. **GPS (Geographical Positioning System)**
9. Fast typing in English and Dari language.
10. Having good knowledge in installation partition, software troubleshooting and using internet for wok related activity.

LANGUAGES Skills

Skills	Writing	Reading	Speaking	Understanding
Dari	Excellent	Excellent	Excellent	Excellent
Pashto	Excellent	Excellent	Good	Good
English	Excellent	Excellent	Very Good	Very Good

References

No	Organization	Name referre	Position	Contact	Email
1	BDCC	Sayed Ibrahim Yousofi	Director	+93 795 173 636	Bdcc.kbl@gmail.com
2	WAPCOS	Saurab kumar	CFO	+919910127771	Casa1000.wapcos@gmail.com Saurabh_singh037@gmail.com Kabul@wapcos.co.in
3	Maiwand University	Zakriya Ahmady	Academic Manager		Zakriyaahmady0@gmail.com
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6	Shams Landon High School	Nabila Sadat	Headmistress	+93 774 120 747	nabila.saadat321@gmail.com
7	Mouj Academy	Wais Sapand	Director	+93 794 628 943	waissapand@yahoo.com