**Mustafa Sekandari**

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(385)487-2328

Salt Lake City, Utah

# Summary

Based on my experience, I have held various high-level positions in the Government of Afghanistan, including roles as an office manager in the procurement office and the Law and policy department. I have also worked as an interpreter and an employment counselor.

I have a good understanding of computer skills and office management, and I possess strong communication, problem-solving, and strategic thinking skills.

# Education

Bachelor of diplomacy and international relation

Case management certification,

Software Development Engineering in Test certificate, 2021

Programming and Computer Science Fundamentals course, 2022

Programming python ,2023

Data Analyst certificate , 2023

# Experience

Department of workforce services

Employment counselor

Nov 2022- oct 2023

* Providing career and educational counseling to empower customers to become more self-sufficient and confident.
* Utilizing motivational interviewing techniques to create a supportive environment.
* Assisting customers with resume creation, networking, mock interviewing and job searching with technology.
* Case Management: Maintain accurate and confidential client records, document progress, and track outcomes. Monitor client participation, assess needs, and provide ongoing support and follow-up to ensure successful employment outcomes.

Interpreter, Catholic Community Services

May 2022 to Nov 2022

I work with refugees from all around the world helping them with medical documents and interpreting at the hospital. I also help people schedule medical and doctor’s appointments. Being a refugee myself, it is an honor for me to help people that are refugees in this country.

Government of Afghanistan

office manager

2017 to August 2021

I was responsible for overseeing contracts for work and materials required by the Government of Afghanistan. My duties included drafting official government contracts, publishing them on the official government website, evaluating proposals, and ultimately selecting the most suitable company to fulfill the contract. Additionally, I monitored and managed the cases, utilized MS Office for document creation, and worked with relevant policies and procedures.

# Technical Skills

* language (Dari.Pashto.English, Hindi
* computer ; office 365, word, miss Excel, power point
* Windows (7,8,10) Mac OS
* strong customer service skill
* best communication skill
* team player
* hard worker
* monitoring
* Web Technologies :HTML, XML, CSS