

# OZRA REZAIE

University Student  
Bruggerstrasse 164c, 5400 Baden  
Ozra.rezaie@powercoders.org | +41 76 218 54 00

[GitHub](#) | [Learning Blog](#) | Online portfolio | LinkedIn

Languages: English (B2), German (C1), French (A2), mother tongue (Persian)

IT skills:

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★★★★☆

★★★★☆ (HTML, CSS)

★★★★★

★★★★☆ (Java Script)



## WORK EXPERIENCE

- 01/2006 – 01/2007 Admin Officer, Hivad Private High School, Herat, Afghanistan
- Managing the Office, evaluating different classes
  - Conducting capacity-building workshops for Trainers
  - Preparing monthly reports
- 04/2008 – 03/2010 Coach in Education / training Section, ICRC/ Herat, AFG
- As a coach and teacher for disabled student
  - Encourage people with disability to be an active part in their society.
- 04/2011 – 11/2011 Social worker, Afghan Relief Committee (ARC)/Herat, AFG
- Supervising, monitoring, evaluating different vocational district for addicted people especially women addicted
  - Preparing monthly reports, coordination, training
  - Informing people about drugs and the harms of drugs
- 06/2012 – 11/2012 Liaison Finance Assistant, Dep. of Labour, Social Affairs (DOLSA), Herat
- Preparing cash count and cash balance sheet on daily basis
  - Preparing cash balance sheet and bookkeeping
  - Recording financial transactions to the expenses sheet daily
- 11/2012– 11/2015 Junior Administration und SOC Manager, OLIVE GROUP, Herat-Airport, AFG
- Accounting & Logistics Management
  - Preparation of the financial report, the cash book and the payments for the employees
  - Led the Team more than 50 employees
  - Preparing weekly, monthly and yearly reports
- 02/2016 – 01/2019 French- Persian, German-Persian Translator, Canton Wallis and Canton Aargau, Switzerland

## EDUCATION

- 03/2020 – 06/2020 Powercoders – Coding Academy for Refugees, Zurich, Switzerland
- Foundations in HTML, CSS, JavaScript; specialization tracks upcoming
  - Weekly business & social skills trainings (time mgt., communication, etc.)
- 03/2008 – 06/2011 Bachelor of Mathematic, Herat University, AFG
- Major in Process Administration and Accounting
  - Graduated with 5,2 / 6

## EXTRACURRICULAR ACTIVITIES

- 09/2008 – 12/2008 Capacity Building (Management & Life Skills) Unicef, Herat
- 12/2009 – 01/2008 English course, JRS Programm, upper intermediate level, Herat
- 05/2011 – 05/2011 Screening, Assessments und Treatment Plan, UNODC, Herat
- 05/2011 – 11/2011 International Computer Driving License preparation course, Herat
- 11/2012 – 12/2012 Aviation Security Screener Course, International Airport, Kabul
- 08/2013 – 12/2014 Level 2 und 3 Aviation Security Managers Course, Olive Group, Herat
- 01/2014 – 01/2014 Dangerous Goods & Cargo Security Awareness Training, Herat
- 06/2016 – 11/2016 French course, Level A1 und A2, Sion, Canton Wallis
- 01/2018 – 03/2018 German course, Level C1, AVS Baden, Canton Aargau