

OZRA REZAIE

Aspiring Web Developer

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16th of September 1989 | Single | Residence Permit B

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

Languages: German (C1), English (B1), French (A2), Persian (mother tongue)

IT Skills:

★★★★☆ HTML

★★★★☆ CSS

★★★★☆ JavaScript



WORK EXPERIENCE

- 02/2016 – 01/2019 **French- Persian, German-Persian Translator**
- Canton Wallis and Canton Aargau, Switzerland
- 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 and monitoring the Team more than 50 employees
- Preparing weekly, monthly and yearly reports
- Responsible for the purchases and logistics, and conduct data entry
- 06/2012 – 11/2012 **Liaison Finance Assistant**, Dep. of Labour, Social Affairs (DOLSA), Herat
- Recording financial transactions to the expenses sheet daily
- Preparing cash balance sheet on daily basis
- 04/2011 – 11/2011 **Social worker**, Afghan Relief Committee (ARC)/Herat, AFG
- Supervising, monitoring, evaluating different vocational district for addicted people especially women addicts
- Preparing monthly reports, coordination, training
- Informing people about drugs and the harms of drugs
- 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
- Led and monitoring the Team more than 50 employees
- Preparing weekly, monthly and yearly reports
- Responsible for the purchases and logistics, and conduct data entry
- 01/2006 – 01/2007 **Admin Officer**, Hivad Private High School, Herat, AFG
- Managing the Office, evaluating different classes
- Conducting capacity-building workshops for Trainers
- Preparing daily and monthly reports

EDUCATION

03/2020 – 06/2020	Powercoders – Coding Academy for Refugees, Zurich, Switzerland <ul style="list-style-type: none">- Foundations in HTML, CSS, JavaScript; specialization tracks upcoming- Weekly business & social skills training (time mgt., communication, etc.)
01/2018 – 03/2018	German course , Level C1, AVS Baden, Canton Aargau
06/2016 – 11/2016	French course , Level A1 und A2, Sion, Canton Wallis
08/2013 – 12/2014	Level 2 und 3 Aviation Security Managers course , Olive Group, Herat
11/2012 – 12/2012	Aviation Security Screener course , International Airport, Kabul
05/2011 – 11/2011	International Computer Driving License preparation course , Herat
03/2008 – 06/2011	Bachelor of Mathematic , Herat University, AFG <ul style="list-style-type: none">- Major in Process Mathematics, Physics, Administration and Accounting Graduated with 5,2 / 6

EXTRACURRICULAR ACTIVITIES

01/2014 – 01/2014	Dangerous Goods & Cargo Security Awareness Training, Herat
05/2011 – 05/2011	Screening, Assessments und Treatment Plan, UNODC, Herat
09/2008 – 12/2008	Capacity Building (Management & Life Skills) UNICEF, Herat

HOBBIES

- Reading books
- Learning Language
- Playing Chess and solving Sudoku
- Biking and Jogging