**OZRA REZAIE**



**Aspiring Web Developer**

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GitHub | Learning Blog | Online portfolio | LinkedIn

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

IT skills: ★★☆☆☆ (Java Script)

★★★☆☆ (HTML, CSS)

**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 the Team more than 50 employees
* Preparing weekly, monthly and yearly reports

06/2012 – 11/2012 Liaison Finance Assistant, Dep. of Labour, Social Affairs (DOLSA), Herat

* Preparing cash balance sheet on daily basis and bookkeeping
* Recording financial transactions to the expenses sheet daily

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

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.

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

**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.)

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

* Major in Process Administration and Accounting
* Graduated with 5,2 / 6

12/2008 – 01/2009 English course, JRS Program, upper intermediate level, Herat

**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, Hera