

MOHAMMAD QASIM WAHAJ

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- Education**
- **Master's in Public Administration** **Expected Graduation May 2023**
Georgia State University, Andrew Young School of Policy Studies, Atlanta, Ga, USA
 - **Bachelor's in Economics** **2012 - 2015**
Kabul University, Economics Faculty, Kabul, Afghanistan

- Experience & Achievements**
- **Career Development Intern** **January 2023 – Present**
International Rescue Committee, Atlanta, United States
 - Assisted refugee clients individually and in group sessions to develop career pathways and career advancement goals.
 - Worked with refugee clients to help them develop and revise resumes and LinkedIn profiles
 - Assist clients with enrollment in post-secondary training and certification programs.
 - Researched potential industries, employers, training, and trends in the Atlanta workforce.
 - **Monitoring Specialist** **February 2019 - July 2021**
National Procurement Authority, Kabul, Afghanistan
 - Conducted procurement training for government employees in procurement departments.
 - Monitored public procurement proceedings to ascertain efficiency and compliance with public procurement laws and rules of procedures and prepared reports
 - Conducted systematic monitoring as well as site visits to monitor the progress of contracts.
 - **Procurement Specialist** **March 2017 – February 2019**
Ministry of Public Health, Kabul, Afghanistan
 - Led a team of colleagues who developed a database of works procurement projects which facilitated access to pertinent information for everyone in the ministry.
 - Worked as acting Head of the Department Unit in the absence of the Head of the Department.
 - Prepared bidding documents, managed bid opening meetings, evaluated offers, and prepared drafts of contracts.
 - **Procurement Officer** **December 2015 – January 2017**
Nasery Ghaznawi Construction Company, Kabul, Afghanistan
 - Been in charge of the committee to negotiate the terms and conditions with suppliers to identify the most appropriate proposal considering quality, delivery, and price.
 - Assisted the other departments with drafting, reviewing, and finalizing business proposals.

- Voluntary Work**
- **Career & Educational Consultant**, Self-initiated **2021- Present**
 - Assisted students from Afghanistan with applying for foreign scholarships and fellowships.
 - **Aid Worker**, Atlanta Community Food Bank, Atlanta, Atlanta, GA **2021 – 2022**
 - Assisted with preparing and delivering food packages
 - **Co-founder & Educator**, Awizha Social institution, Kabul, Afghanistan **2016 – 2021**
 - Co-founded a non-profit educational center to provide primary education for impoverished children up to sixth grade.

- Skills**
- Fluent in English, Farsi, and Pashto Languages
 - Proficient in data analysis and visualization using R-studio and STATA.
 - Familiar with Ms Project, Ms Office, and Google Suite.
 - Strong verbal and written communication skills.