Karty-e-se, close to Russian Embassy, Kabul – Afghanistan
☎0093 (0)794 098 693
islamuddin_rahimi@yahoo.com

Resume

Islamuddin Rahimi

Admin Manager
Code Flakes ICT
islamuddin_rahimi@yahoo.com
0794 098 693

Objective

To work with an organization that values hard work and dedication and to seek employment in an organization where my skills and Knowledge can be utilized

Professional Work Experience

Executive Summary:

Job Title	Employer	Job Period
Admin/HR Manager	CodeFlakes ICT	Jan-2022 To Date
Self- Employed	Badakhashan Honey	Jan 2020 To Dec-2021
Sales & Marketing Officer	NEDA Advertisement	Jan 2018 To Dec- 2020
Sales Outdoor Officer	Plus, Point Advertising & Printing Co,	Mar- 2017 To Mar-2018
English Instructure	Azerakhsh Academic Center (Guzargah Branch)	Mar- -2016 To Mar-2017

Summary of Qualification

Period	Degree	Institution / Location
2011 To 2014	BA in Social Science	Parwan University Afghanistan
1998 To 2010	Baccalaureate (12 Grade)	Abdul Ali Mustaghani High School – Kabul Afghanistan
2017 To 2015	Diploma in Information Technology (DIT)	Bo Ali Seena Education Center Kabul, Afghanistan
2015 To 2016	Certificate in English Language (CEL)	Azrakhsh Academic Center (Guzargah) Kabul, Afghanistan

Computer Skill

Operating System
Windows

Office Automation Package
Microsoft Word or Word Processing, Microsoft Excel or Spreadsheet, Advance Professional Excel functions or formulas, Microsoft Power Point,.

Internet Explore
Browsing, Emailing, Chatting, Searching Engines, Products and other information and data source, uploading and downloading

A+ Hardware
Installation of software and hardware, installation of windows 98/2000/XP, Formatting, Hard Disk Partition in NTFS or FATH 32, Bios Setup, connecting of two hard disks and transferring of data from one hard disk other, Removing of Bios setup, System Backup, Ghost (windows image) and other trouble shooting.

Languages

Languages	Reading	Writing	Speaking	Understanding
Dari	Excellent	Excellent	Excellent	Excellent
Pashto	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good

Personal Information

Father Name:	Imamuddin Rahimi
Date of Birth:	Mar, 28,1993
Place of Birth:	Badakhshan
Gender:	Male
Blood Group:	ORH Positive
Marital Status:	Married
Nationality:	Afghan
NIC (Taskira) #:	1398-1100-60404
Driving License #:	41826
Permanent Address:	District # 1 of Badakhshan, Afghanistan
Current Address:	Karty-e-Se, Close to Russian Embassy, Kabul, Afghanistan
Cell Phone #:	+93 (0) 794098693
Email:	Islam_rahimi@yahoo.com,

Reference

Reference will be provided upon Request!