

Curriculum Vitae

Abidullah Shinwari (Finance & Admin Officer, Accountant, Translator and Social Media worker)

Career statement

You will make the right choice if you need a person: young, energetic and flexible, Qualified but still keen to seek knowledge, understanding the situation is my strength, Sociable and hard-working.

Personal information

Full Name: Abidullah Shinwari

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Educational Background and Qualifications:

- Bachelor of Economics: **Department of Banking and Finance – 2021 Badakhshan University, AFG**
- Cashier/Bookkeeper program: **School of Professional and Continuing Education – 2021 University of Central Asia**
- Entrepreneurship program: **School of Professional and Continuing Education – 2021 University of Central Asia**
- High School: **Alfath High School – 2015 Nangarhar, AFG**
- English Language: (Advanced 2) **Ittihad English Language Center – 2015**
- Microsoft Office: **Shaheed General AB Manan Shinwari Computer Center – 2014 Shinwar, Nangarhar, AFG**
- English Language: (Interchange) **Gandahara Educational and Vocational Institute – 2012 Shinwar, Nangarhar, AFG**

Computer Skills

- ✓ **Windows** (MS Window 98, MS Window XP professional, Vista, windows 7, 8, 10....)
- ✓ **MS Office 2003,2007,2010,2013,2016**(MS Excel, MS word, MS power point, MS outlook, MS Access)
- ✓ **Accounting** (Quick Book)
- ✓ **Graphics** (Adobe Photo shop, Adobe Audition, Adobe premiere)
- ✓ **Practical hardware**
- ✓ **Internet** (Since 2011 Up to Now)
- ✓ **Can use** (The most digital Devices, which are used Nowadays)

Language Skills

No	Language	Speaking	Reading	Writing
1	Pashto	Native	Native	Native
2	Dari	Excellent	Excellent	Excellent
3	English	Excellent	Excellent	Excellent

Professional Experience

- 🕒 **Social Media Manager** – 2022/08/01 up to now as **Social Media manager** in **VOP (Voice of Peace Chinese Network)** in Kabul Afghanistan.
- 🕒 **Finance Officer** – 2021/03/01 to 2022/02/01 **Admin/Finance Department of Nangarhar 150 Bed Drug Addicts Treatment Hospital** in Nangarhar, AFG.
- 🕒 **Finance Officer** – 2020/11/15 to 2021/03/15 **Nai-Supporting Open Media in Afghanistan** in Nangarhar, AFG.
- 🕒 **Volunteer** - 2021 Volunteer as **Deputy Head of Delegates Affairs** in **Creative Youth Camp** in Kabul, AFG.
- 🕒 **Finance/Admin Officer in GIZ internship project** – 2019/08/01 to 2020/07/31 in **Badakhshan Chamber of Commerce and Investment (BCCI)** in Badakhshan province, AFG.
- 🕒 **Translator** – 2017/09/01 to 2019/07/31 as a **Translator** in **Momin Institute of Languages** in Badakhshan province, AFG.
- 🕒 **English Teacher** – 2012/04/01 to 2017/05/15 **Ittihad English Language Center** in Nangarhar, AFG.

Major Responsibilities as a Finance/Admin Officer:

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Financial Accounting / Reporting
- Process invoices

- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Assist with budget preparation
- Review and implement financial policies

Major Responsibilities as an English Teacher:

- Organize classroom lectures and coursework
- Prepare materials and activities
- Assign homework and interesting exercises
- Identify students with special requirements and create individualized plans
- Determine exam and assignment grades
- Provide feedback based on workload and classroom behavior
- Keep a record of students' attendance and grades
- Research new language teaching methods
- Manage classroom crises and resolve conflict
- Inform parents about their children's performance
- Collaborate with teaching staff and administrators to foster a good student experience

Major Responsibilities as a Translator:

- Read given material and research industry-specific terminology
- Convert text and audio recordings from one language to one or more others
- Prepare subtitles for videos and online presentations
- Proofread translated texts for grammar, spelling and punctuation accuracy
- Follow up with internal team members and clients to ensure translation meets their needs
- Network with field experts to stay current on new translation tools and practices

Major Responsibilities as a deputy head of delegate affairs in Creative youth camp:

- Manage delegate recruitment and registration;
- Manage communications with delegations and individual delegates;
- Plan and organize resources for delegates;
- Taking Interview from delegates.
- Maintain effective communication channels between conference staff, delegates, and any organizations related to delegations or social events during the conference.
- With the support other Secretariat Members, plan and organize special and social events during the conference.

General Characteristics

- ✓ Effective in both individual and team work situations.
- ✓ Excellent interpersonal and communication skills at all levels.
- ✓ Multilingual – Pashto, Dari & English.
- ✓ Ability to work in under pressure to tight deadlines.
- ✓ Work effectively with persons of all nationalities and cultures.
- ✓ Ability to balance multiple tasks to achieve results.

References

Name: **Hazrat Omar Shinwari**
Job: **Civil Engineer in National Development Cooperation.**
Phone No: **070745674**
Place: **Mazar-i-Sharif, Balkh province of Afghanistan**
Email: **omertalash777@gmail.com**

Name: **Saifullah Omeri**
Job: **Finance Officer in Badakhshan Chamber of Commerce and Investment.**
Phone No: **0791304010**
Place: **Faizabad, Badakhshan province of Afghanistan**
Email: **saifullah_omeri@gmail.com**

Name: **Azizullah Aziz**
Job: **Journalist Trainer in Nai-Supporting Open Media in Afghanistan.**
Phone No: **0786266188**
Place: **Jalalabad, Nangarhar province of Afghanistan**
Email: **azizsh508@gmail.com**