

Farid Ahmad Azizi	Curriculum Vitae
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<b>PERSONAL INFORMATION</b>	
<b>Nationality</b>	Afghan
<b>Date/Place of Birth:</b>	20/07/1995 Badakhshan, Afghanistan
<b>Marital Status:</b>	Single
<b>EDUCATION :</b>	
<b>Higher Education:</b>	
<b>Master Degree:</b>	
<ul style="list-style-type: none"> <li>December, 2020 – July, 2022</li> </ul>	<b>Master of Public Administration (MPA)</b> <b>University of Lucknow – Uttar Pradesh, India</b>
<b>Bachelor Degree:</b>	
<ul style="list-style-type: none"> <li>March, 2013 – November, 2016</li> </ul>	<b>English Literature</b> <b>Takhar University – Takhar, Afghanistan</b>
<b>High School:</b>	
<ul style="list-style-type: none"> <li>March, 2010 – November, 2012: <b>High School – General</b></li> </ul>	<b>Dari –E-gim High School – Badakhshan, Afg</b>
<b>WORKING EXPERIENCE :</b>	
<b>Feb, 2019 – December, 2020</b>	
<b>HR Assistant at Supreme Audit Office of Afghanistan (SAO)</b>	
<ul style="list-style-type: none"> <li>Will be responsible for all affairs related to Human Resources.</li> <li>Advertise vacancies as demanded by the authorities.</li> <li>Keep an updated CV database to ensure immediate replacement as per demand.</li> <li>Short list most suitable candidates as per requirement forwarded by the higher authority.</li> <li>Make the candidates available for interview by the given date and time.</li> <li>Keep record of all personnel. The same must be complete in all respects.</li> <li>Arrange/coordinate initial training at all levels.</li> <li>Evaluate staff for training requirements.</li> <li>Resolve issues between management and employees</li> <li>Prepare and review compensation and benefits packages</li> <li>Implement training and development plans</li> <li>Maintain organizational charts and detailed job descriptions</li> <li>Develop and implement HR policies throughout the organization</li> <li>Process employees' queries and respond in a timely manner</li> <li>Arrange on-job training sessions and ensure HR development.</li> <li>Keep updated record of all contracts and forward for timely renewal process.</li> <li>Keep record of confidential reports and make available on requirement basis.</li> </ul>	

- Process hiring/firing, as demanded, as per the existing legal procedures.
- **Any other duty/responsibility assigned by the competent authority.**

## WORKING EXPERIENCE :

**May, 2017 – December, 2018**

**HR & Admin Assistant at Ministry of Public Health**

### Responsibilities

- Explaining human resources policies, procedures, laws, and standards to new and existing employees of Ministry of Public Health
- Implementing the organization's recruiting strategy
- Contributing to the development of HR department goals, objectives, and systems
- Providing and supporting the payroll on the HRMS payroll system.
- Recruitment process as per Ministry of Public Health guidelines and work closely with colleagues to facilitate in filling the vacant positions for skilled and unskilled employees
- Assist in the drafting of job advertisements for vacant jobs, screening applications, shortlisting and interviewing, and selecting candidates.
- Processing hiring cycle for any vacant position with all steps and documentations.
- Arrange and attend interview on any new recruitment.
- Providing support in preparing Contracts or Certificates of Employment for National and International, skilled and unskilled employees as needed and keeping track of renewal and end of terms.
- Arrange on-job training/off the job training sessions.
- Providing advice and assistance with writing job descriptions
- Manage Sick Leave / Absence Management
- Interviewing applicants related to HR
- Sending job offer for successful candidates
- Providing all the CVs for biddings purposes
- Participating in the panel as a delegates of HR Department
- Assisting with completing background investigations
- Processing transfers, promotions, terminations and blacklists
- Working in close coordination with managers, directors to assess the result of appraisal and take action accordingly which may result to promotion, transfer, termination and extension of the contract;
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Ensure the relevant HR database is up to date, accurate and complies with legislation of the company
- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, vacation and sick leaves)
- Assist in payroll preparation by providing relevant data, like absences, bonus and leaves
- Process employees' requests and provide relevant information
- Coordinate HR, meetings and training seminars
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes

### **Administration Duties**

- Management of office equipment
- Maintaining a clean and enjoyable working environment
- Handling external or internal communication or management systems
- Managing clerical or other administrative staff
- Ensure maintenance of Main Office property and equipment.
- Coordinate/support all program activities (workshops, seminars, training, meetings, etc.) in a timely manner.
- Organize events or meetings as required.
- Arrange and organize all relevant issues regarding visitors including accommodation, transport, communication, visas, and other needs
- Oversee and supervise the work of junior staff

### **COMPUTER SKILLS :**

- Windows ,MS Office, Internet

### **LANGUAGE :**

- English (Excellent)
- Hindi (Intermediate)
- Dari (Native)
- Pashto (Intermediate)

### **OTHER SKILLS :**

- Have excellent interpersonal communication skills
- Willingness to listen and respect for colleagues
- Able to work both individually and as part of a team
- Able to work under difficulties
- Team work skills
- Knowledge of labor law of Afghanistan
- Excellent Typing Skill (60 WPM)

### **REFERENCES :**

**Name:** Ahmad Maqsood Khushiwal

**Position:** Assistant HR Manager

**Org:** VICC

**Mobile:** +93793333372

**Email Add:** [Ahmadmaqsood885@gmail.com](mailto:Ahmadmaqsood885@gmail.com)/ [akhushiwal@vicc.co](mailto:akhushiwal@vicc.co)

**Name:** Abdul Shukoor Rasekh

**Position:** Auditor

**Org:** Supreme Audit Office of Afghanistan (SAO)

**E-mail:** +93788127701

**Mobile:** [shukoorrasekh9@gmail.com](mailto:shukoorrasekh9@gmail.com)