

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

- 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/ akhushiwal@vicc.co

Name: Abdul Shukoor Rasekh

Position: Auditor

Org: Supreme Audit Office of Afghanistan (SAO)

E-mail: +93788127701

Mobile: shukoorrasekh9@gmail.com