

# Karimullah Qazikhani

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## Personal Statement:

Seeking job in a reputable organization which provides conducive and congenial environment to explore my potential in order to enhance my capabilities and fulfill my ambition to do something for myself and world community.

## Education:

University, Institute and High School	Years Attended		Degree or Qualification Obtained	Main Course of Study or Specialization
	From	To		
Kandahar University	2019	2021	Bachelor Degree	Biology
Teacher Training Collage	2013	2015	14 <sup>th</sup> Class Passed	Science
Mashraqi High School	2002	2013	12 <sup>th</sup> Class Passed	General
Maulana Jalaluddin Muhammad Balkhi	2010	2013	Advanced Two	English
Maulana Jalaluddin Muhammad Balkhi	2010	2013	Windows	Seven 7, 8
Maulana Jalaluddin Muhammad Balkhi	2010	2013	Microsoft Office Package	Word, Excel, PowerPoint and Access
Maulana Jalaluddin Muhammad Balkhi	2010	2013	Graphic Programs	Adobe Photoshop and CorelDRAW
Maulana Jalaluddin Muhammad Balkhi	2010	2013	Internet	Gmail, Yahoo and Facebook
Maulana Jalaluddin Muhammad Balkhi	2010	2013	Typing	English, Pashto and Dari

## Work experience:

Start Date	End Date	Time	Organization	Type of Organization	Job Title	Type of Employment
2022	Present	Part-time	Inam Academy	Private Sector	English Teacher	Volunteer
2016	2022	Part-time	Haji Arab High School	Governmental	Headmaster	Employee
2013	2016	Part-time	Haji Arab High School	Governmental	Teacher	Employee
2016	2018	Part-time	Khairul Bashar Academy	Private Sector	English Teacher	Volunteer
2015	2017	Part-time	Irfan Press	Private Sector	Computer Operator	Self-employed

## Professional Profiles and Key Skills:

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- Highly motivated, well organized, hardworking, self-starter with a positive attitude.
- Capable of handling multiple assignments under pressure and able to meet tight deadlines.
- Professional experience with a strong work ethic.
- Enjoy working in a challenging environment.
- Able to protect, prepare and control all the official documents.
- Able to control, supervise and instruct the employees.
- Able to teach and train with the best methods.
- Able to maintain proper record of personal documents.
- Able to work in team strongly.
- Able to supervise daily activities of the concerned unit.
- Excellence in teaching and office assignments.
- Able to collect and analysis data.
- Able to make database.
- Able to be excellent in written and verbal communication.
- Able to perform all printer services (scanning, copying and printing)
- Able to solve computer problems.
- Able to manage self and time.
- Able to make different types of office charts, tables, ID cards, appreciate card, employee's chart and others with the best design.

## Language's Skills:

Languages	Listening	Speaking	Reading	Writing
Pashto	Excellent	Excellent	Excellent	Excellent
Dari	Excellent	Very Good	Excellent	Excellent
English	Very Good	Very Good	Excellent	Excellent

## Computer Skills:

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- **Able to work with different windows operating systems:**
  - Windows XP, 7, 8, 10 and 11 Excellent
- **Able to work with update Microsoft Office Package:**
  - MS word 21, MS Power point 21, MS Excel 21, MS Access 21, MS Outlook Excellent
- **Graphics Programs**
  - Adobe Photoshop, Corel Draw X7 Excellent
- **Able to work in different sites of Internet:**
  - Internet Explorer, Gmail, Facebook, Excellent
- **Able to install different operating systems and programs**
  - Windows 7, 8, 10, 11 and drivers Excellent
- **Able to type words of different languages:**
  - English, Pashto and Dari Excellent

## References:

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- Ahmad ABDALI**  
Principal of "Haji Arab High School"  
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