

## **Rasikh Ahmadi**

Khairkhana 11<sup>th</sup> District, Kabul / Afghanistan

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## **Highlights of Qualifications**

- Graduated from High school with a high-level degree.
- Bachelor degree in faculty of law (Kabul University).
- Over 6 years of experience in Cursor logistics services and Mustaqbel-E-Naween private school.
- Computer data entry skills, including excel , power point and word.
- Strength in recognizing, analyzing and solving Management problems.
- Can speak English, Persian, Pashto languages.

## **Relevant Experiences**

### Record Keeping

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- 1. Cursor logistics services, Kabul Afghanistan (2019-2022)**  
(project manager and procurement)
- 2. Mustaqbel-E-Naween Private High School, Kabul Afghanistan (2023-2024)**  
(Human Resources Manager)

## Computer and Data Entry

- Entered daily personnel time sheet data to database.
- Prepare pay slip of personnel at every end of month.
- Manage and update database of personnel.
- Teaching office packet like word , excel and power point

## **SKILLS**

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- Strong writing, oral, interpersonal, and communication skills, organized, responsible, supportive, and great team member.
- Expert in Microsoft Office suite: Excel, Word, and Power Point. Skilled in Photoshop and other desktop publishing such as printing and scanning.

## **EDUCATION**

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- Diploma in English Language (DEL).  
Expected Graduation Date: 2019.
- Certificate in English Language (CEL).  
Graduated in 2018.
- Graduated from High school with a high-level degree.
- Bachelor degree in faculty of law (Kabul University).