

RESUME

Name : **Samiullah Faizi**
Address : Mazar-i-Sharif | Balkh, Afghanistan
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PERSONAL DATA

Date of birth : 27-March-1978
Place of birth : Balkh, Afghanistan
Marital Status : Married
Nationality : Afghan

CAREER OBJECTIVE

I am seeking job in reputable organization, which provide conducive and congenial environment to explore my potential to further enhance my capabilities and fulfill my ambition do something for my country, people and international community. I modify my priorities and objectives in the light of new or evolving circumstances I adapt comfortably to arrange of working situation and varieties of people at different levels.

PROFESSIONAL SKILLS

- ✓ Problem Solving
- ✓ Adaptability
- ✓ Collaboration
- ✓ Strong Work Ethic
- ✓ Time Management
- ✓ Critical Thinking
- ✓ Handling Pressure
- ✓ Leadership

WORK EXPERIENCE

BRANCH MANAGER

06 Nov-2022 – Present

Company: Nawi Hewad Co. Ltd
Address: Mazar-i-Sharif Balkh, Afghanistan

- Oversee and manage all parts of the business such as Accounting, HR, Warehouse, Inventory, Sales, Operations and report to NHL-Main Office on periodic basis.
- Review trade area and identify new market opportunities in Balkh, Jawzjan, Sar-e-Pul and Faryab Provinces.
- Keep in line with company growth strategy and share potential risks and opportunities to NHL-Main Office senior management team.
- Meet or exceed company profit goals (sales target) and inform sales & marketing department in case of deficiency in achievement of the target.
- Manage accounting and budget information and spending and report to finance department.
- Arrangement and Participation in trainings designed by NHL-Main Office and coordinate with customers and other stakeholders.
- Source, train, coach and develop staff required for Mazar-E-Sharif branch.
- Discuss customer issues and concerns promptly with the relevant department.
- Prepare financial statements for the branch.
- Manage employees and lead day-to-day responsibilities.
- Any other identical task assigned by the management of the company from time to time.

ADMIN & FINANCE MANAGER

16 Jun-2021 – 5 Nov-2022

Company: Family Health Hospital
Address: Mazar-i-Sharif Balkh, Afghanistan

- Tracking and control activities of the relevant departments under supervision.
- The design and use of effective mechanisms for the purpose and fixing the administrative sector.
- Control and check the new staff employment documents to be available for processing and filing in system and hardcopy.
- Support for the administrative affairs of the relevant branches and provincial health officials.
- Check and control project staff monthly payrolls for calculation, accounting codes, tax calculation and other financial requirements and required supportive.
- To reconcile and consolidate all monthly taxes of organization staff salary, taxes of contractors and suppliers and rented office for payment to government.
- Follow up the organization receivable, liabilities, and stock records.
- Following up the request for buying the materials for the organization to be done on mentioned date and time.
- Check the driver logbook and maintenance book, generator logbook for making sure everything running well.
- Control and tracking all the activities in the organization for running the job smoothly and well.
- Performed any other tasks assigned by the head of administration.

ADMIN & FINANCE OFFICER

15 April 2014 – 20 Dec 2019

Company: Afghan Farda Co. Ltd
Address: Mazar-i-Sharif Balkh, Afghanistan

- Administer and track provincial Afghan Farda administration issues, sales and make sure spending is under the budget and policy.
- Responsible for close work Relationship between government finance department and Afghan Farda.
- Responsible for monthly, quarterly and annual tax payment.
- Following up the purchasing requests to be done the mentioned date and time for progress of the activities.
- Following up the customer liabilities to be paid on time and prepare the monthly statement.
- Check all the accounts on QuickBooks to be running well, payments, liabilities, buying materials and good stock.
- Performed any other tasks assigned by the head of administration.

CHIEF OF REGISTRATION SITE

01 Aug -2013 – 20 Oct-2013

Company: Independent Election Commission Balkh
Address: Mazar-i-Sharif Balkh, Afghanistan

- Responsible for organizing all activities on voter registration site effectively.
- Receiving of all voter registrations site materials from the voter registration center manager (VRCM) and be assured of all tools are available in the voter registration site.
- Following up the staff attendance and availability for doing the job well.
- Checking the people ID cards for better Identity whether he is qualified or not to get the voting card.
- Performed any other tasks assigned by the head of administration.

MASTER TRAINER

01 Jun-2013 – 05 Jul-2013

Company: SAJNA- Social Association of Journalist

Address: Mazar-i-Sharif Balkh, Afghanistan

- Preparing/designing the training materials and its use.
- Preparing the model lessons and model lessons plans & their handouts.
- Collecting data on the trainings and impacts of the training.
- Prepare Per and post evaluation form for the trainees of the training.
- Prepare the last report for the organization that job has been done well.

ADMIN & HR OFFICER

05 Jul-2012 – 30 Dec-2012

Company: MAIL/HLP/GIZ/WB/PROJECT KABUL

Address: Kabul, Afghanistan

- Responsible for close work relationship between HLP and the Ministry of Agriculture, Irrigation and Livestock.
- Organize staff training sessions, workshops, and activities.
- Process employee requests for outside training while following policies and procedures.
- Maintaining office documents and files (hard and soft copies) HLP filing system.
- Having control on any issue related to the administration and human resource department.
- Performing any other tasks assigned by the head of administration.

OFFICE ASSISTANT & INTERPRETER

01 Sep-2010 – 30 Jun-2012

Company: MAIL/HLP/GIZ/WB/PROJECT KABUL

Address: Kabul, Afghanistan

- Translation/interpretation (in oral and written language) from English into Dari/Pashto.
- Translate during World Bank mission supervision of the project areas.
- Preparing the request for transport for travelling time.
- Getting the security check confirmation letter from GIZ during the travel.
- Maintaining office documents and files (hard and soft copies) up to date according to the HLP/FOD filing system.
- Reports and staff field mission reports.
- Performing any other duties as assigned by the FOD experts.

INTERPRETER & POLITICAL ASSISTANT

10 Jun-2008 – 10 Jun-2010

Company: IDLG- Independent Directorate of Local Government

Address: Paktya, Afghanistan

- Ability to organize (OCCR and OCCP) meetings under the Supervision of Office Director.
- Having good communication and coordination with UNAMA, PRT, DAI, ANP, and ANA.
- Translate all received and outgoing letters and documents.
- Translate during, Security, Development, tribal elders' meetings and workshops that happened at the province level.
- Travels to all the districts in the province and even other neighboring province.
- Reporting all the events that happen during a week and month to the director.
- Performing and other tasks assigned by the head of administration.

EDUCATION

- ✓ **Bachelor of Political Science**
2004 - 2008
Balkh University Mazar Sharif, Afghanistan
- ✓ **Diploma in English**
2011 - 2012
Bakhtar University Kabul, Afghanistan
- ✓ **High School**
1984 - 1996
Sayed Jamal Uddin Afghan High School
Mazar-I-Sharif, Afghanistan

COMPUTER

- ✓ Windows All version MS. Office Package, Ms. Word, Ms. Excel, Ms. PowerPoint, Ms. Access

LANGUAGES

Languages	Reading	Writing	Listening
✓ Pashto	Fluent	Fluent	Fluent
✓ Dari	Fluent	Fluent	Fluent
✓ English	Very good	Very good	Very good
✓ Urdu	good	good	good

PROFESSIONAL TRAININGS

- ✓ Admin Management
- ✓ Report Writing
- ✓ Project Management
- ✓ Communication Information Technology
- ✓ Public Presentation Skills
- ✓ Monitoring & Evaluation Skills
- ✓ Teacher Training Program
- ✓ Business Writing Skills
- ✓ QuickBooks Accounting software

REFERENCE

- ✓ Name: Asadullah Sakha
- ✓ Position: Agronomy Manager
- ✓ Organization: Afghan Bureau Collaboration Office (ABCO)
- ✓ Phone No: 0728242489
- ✓ Email: 12asad9@gmail.com

- ✓ Name: Dr. Atiqullah Sharafyar
- ✓ Position: MD-Doctor
- ✓ Organization: Self-employed
- ✓ Phone No: 0789111212
- ✓ Email: atiqullah.sharafyar@gmail.com

- ✓ Name: Mohammad Dawood Ahmadzai
- ✓ Position: Chief Executive Director
- ✓ Organization: Family Health Hospital
- ✓ Phone No: 0788888424
- ✓ Email: dawood.agron@gmail.com