

Farid Ahmad Azizi	Curriculum Vitae
Add: Shakti Nagar, Indira Nagar, Lucknow 226016 Mobile: +918009722708 WhatsApp: +918009722708 Email: faridahmadaziz10@gmail.com	
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"> December, 2020 – July, 2022 	Master of Public Administration (MPA) University of Lucknow – Uttar Pradesh, India
Bachelor Degree:	
<ul style="list-style-type: none"> March, 2013 – November, 2016 	English Literature Takhar University – Takhar, Afghanistan
High School:	
<ul style="list-style-type: none"> 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"> Will be responsible for all affairs related to Human Resources. Advertise vacancies as demanded by the authorities. Keep an updated CV database to ensure immediate replacement as per demand. Short list most suitable candidates as per requirement forwarded by the higher authority. Make the candidates available for interview by the given date and time. Keep record of all personnel. The same must be complete in all respects. Arrange/coordinate initial training at all levels. Evaluate staff for training requirements. Resolve issues between management and employees Prepare and review compensation and benefits packages Implement training and development plans Maintain organizational charts and detailed job descriptions Develop and implement HR policies throughout the organization Process employees' queries and respond in a timely manner Arrange on-job training sessions and ensure HR development. Keep updated record of all contracts and forward for timely renewal process. 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