

# Nilofar “Mirzad”

Khair Khana , District 11th, Kabul Afghanistan  
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## Career objectives

Accomplish an executive career in a prestigious organization multi-cultural and dynamic well pertinent to my profession and academic qualifications, where experience is shared new ideas are welcomed and new challenges are daily routines.

## Professional Attributes

Accountable  
Adaptable  
Bears responsibility Caring  
Consistent  
Effective & Efficient  
Engaging  
Hard worker  
Humble & Kind  
Organized, and Patient  
Realistic, Respectful and Sharp spiritually  
Trustworthy  
Quick Learner  
Dynamic and Self Motivated

## Languages

Dari	★★★★★★★★★
Pashto	★★★★★★★
English	★★★★★★★★★
Urdu	★★★★★★★

## Experience

### Focus Software House

HR Manager from Feb 2020 till now

Hiring, Recruiting, and Retention

Vision, Value, and Branding

Employee Advocacy and Conflict Resolution

Employee Benefits

Compensation and Evaluations

Training and Development

Employee Records and Performance Reviews

Employee Incentives

Compliance

Terminations

### **Stan telecom ISP & ICT internet provider**

**Sales &Marketing admin from Feb 2019 to Jan 2020**

Responsible for providing direction, guidance and leadership to marketing department  
Manage marketing of business organizations, particular product or group of products  
Prepared of RFP and RFQ and submitted as per customer requested.

Managing all marketing for the company and activities within the marketing department.

Developing the marketing strategy for the company in line with company objectives.

Co-ordinating marketing campaigns with sales activities.

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**Stan telecom ISP & ICT internet provider**  
**Technical officer from 2017 to JAN 2018**

Responsible for troubleshooting and supporting all easy connect LAN network & users' devices.

Responsible for supporting Wireless internal and external customers.

Responsible for supporting Customer care technical team technical problems. Installation, configuration & deployment of all network and customer wireless equipment.

Managing stocks of equipment, consumables and other technical team works.

Responsible for providing support, including procedural documentation and relevant reports.

Responsible for network troubleshooting, support technical team solve technical issues.

Monitor network usage.

Ensure networks are running smoothly.

Supervise help desk technicians.

Keep internal networks running smoothly

Document network problems.

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**Network and Systems / Team Leader**

**1st January 2016 to 30 mar 2017**

Planning Site survey and installations inside the U.S Bases and NATO Bases Such as Eggers, NKC (New Kabul Compound), Phoenix Sullivan, Souter, Qargha, KAIA, And local Customers.

Involved in providing support to US and NATO bases Network Operation center (NOC) Perform Systems Administration tasks including user account maintenance, data

backup/recovery email management and virus Protection

testing and evaluating new technology

rapidly establishing a good working relationship with customers and other professionals

## ACADEMIC BACKGROUND

Training in NCSS or network and cyber security (Rana University)	2016
Training certificate of BIH from American university of Afghanistan	2016
Training certificate of IT practical in ministry of Communications and IT-MCIT	2015
Training certificate Graduation of network department with 14th grade Degree	2015
Adrak University (Bachelor of Computer Science)	2022
Afghan technology Institute (AIT) (Diploma in Computer technology)	2015
Bi bi Sarwari Sangari – Kabul, Afghanistan	2013
Higher Secondary School Certificate	
Diploma in English Language	2010
Kaleed Aftab Learning Center	
Certificate In translation of holy Quran	2010
Sayedull shuhada Mosque	

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## Computer Skills

### MICROSOFT OFFICE

Word, Excel, PowerPoint, Access, Outlook Express

### HARDWARE

Installation of Drivers, Disk Partition, Troubleshooting, Hardware update and upgrade

### OTHERS

Fast QWERT keyboard Typing, Internet Research.

## Other Skills

- Able to work and adapt in different situation
- Having good organizational skill.
- Self- Motivated and dynamic.
- Honest and confidant
- Patient and tolerant
- Able to accept criticism and respond accordingly

## References

REFERENCE UPON REQUEST

Laily Ahmadi

Managing Director at Focus Software House (FSH)

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Phone: +93730708555

*Best wishes from Nilofar Mirzad*

## Application Letter

**Dear Sir/Madam!**

I offer my services for this particular post.

I am confident enough to enclose my CV along with this letter of application and I am sure my qualification and experience meet your requirements; I hope my background will meet your requirement and give you a solstice impression to call me up for an interview/test.

You can contact me through 0093700025768/ send me via ([nilomirzad786@gmail.com](mailto:nilomirzad786@gmail.com))

**Yours sincerely**

**Nilofar “Mirzad”**