

PERSONAL INFORMATION **Sediqah Ahmadi**

▼ Kabul, Afghanistan
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✉ ahmadisediqah@gmail.com

Sex Female | Date of birth 20/10/1997 | Nationality Afghanistan | Religion Islam

WORK EXPERIENCE

(22/6/2021– 21/12/2021)

Assistant to economic Advisor

Ministry of Agriculture, Irrigation & livestock (Kabul-Afghanistan)

Perform administrative tasks such as scheduling appointments, preparing documentation, and office communication activities: -

- Data collection, Assisting in report writing, Administrative activities & scheduling meetings: -
- Submit and reconcile expense reports
- Provide general support to visitors
- Write and distribute email, correspondence memos, letters, faxes and forms
- Order office supplies and research new deals and suppliers
- Answer and direct phone calls
- Organize and schedule appointments
- Update and maintain office policies and procedures

Business or sector Agriculture & Livestock Sector

(24/9/2019– 23/9/2020)

Project Coordination officer

Emdad Construction Company (Kabul-Afghanistan)

- Coordination of Tasks and project Activities, Planning, Play a role in project management, Procurement & logistics and Point of contact: -
 - Monitoring the daily progress of the project
 - Providing detailed updates to project managers or other stakeholders
 - Ensuring team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits
 - Organizing reports, invoices, contracts, and other financial files for easy access
 - Planning meetings and organizing project logistics
 - Performing billing and bookkeeping tasks
 - Ordering necessary office supplies

Business or sector Private Sector Construction

EDUCATION AND TRAINING

(2016 - 2019)

Bachelor of Economics

Balkh University (Balkh, Afghanistan)

- Micro and Macroeconomics, public finance, project management, marketing, financial risk management, monetary policies mathematic, statistic theory, finance, management, Investment, Cost accounting and economic law.

PERSONAL SKILLS

Mother tongue(s) Persian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1/2	B1/2	B1/2	B1/2	B1/2
English language Interchange System (ELIS). 99%.					
Pashto	B1/2	B1/2	B1/2	B1/2	B1/2
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills Active listening, Emotional intelligence, cohesion and clarity, Friendliness, Confidence, Empathy, Respect, Listening, Open-Mindedness, Tone of voice and Asking good questions

Computer skills Windows, Word, Excel, Power point, Access, Internet, Photoshop and Quickbook.

Other skills Mountaineer, Weave, Footballer, Designer, Basketballer and Novelist.

Hobbies and interests Reading novels, Cooking, Football, Basketball, reading different books, Running, Shopping, Travel the foreign country, Play game, Watching TV, Listen to music and Write text.

ADDITIONAL INFORMATION

- Received letter of appreciation from Eqtidar Higher Education Center for social activities and merits.
- Received letter of appreciation from Asri Roshangari Higher Educational Center for working with them as Finance Manager and social activities in order to empower women.
- Attending three months leadership program at Women Leadership Development Project (WLD) starting from 3/12/2016 to 3/2/2017.
- Internship with ACCI (Afghanistan Chamber of Commerce & Industries) for period of two months in different sections of Balkh province ACCI.
- Working as Project Coordination officer with Emdad Construction Company from 2/7/1398 to 2/7/1399.
- Working at Abdul Rashid Khalili High School from 3/1/1400 to 31/3/1400
- Working at Ministry of Agriculture from 01/04/1400 to 30/09/1400

References

- Niamatullah Ahmadi, Procurement Head at NEPA (National Environmental Protection Agency),
Kabul Afghanistan.
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- Email: Nematullah_ahmadi@yahoo.com