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CV

Hooria Fegarzada

## STATEMENT

With extensive experience in development of IT systems and creating long-term value by delivering quality services I am looking forward to working with potential organizations at a broader aspect. I will make sure I use my initiative and critical thinking skills to bring positive changes in the information technology of the organization I work with.

## CONTACT



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4rd Microrayan, Kabul,  
Afghanistan

## SOFT SKILLS

- Meticulous approach to work
- Attention to detail
- Capable of meeting high standards
- Understandability
- Active Listening
- Critical Thinking
- Initiative
- Unbiased Personality
- Time Management

## EDUCATION

### Computer science

Salam University, Kabul, Afghanistan  
(2017-2021)

### High School

Sardar Mohammad Dawod Khan, Kabul, Afghanistan  
(2005-2017)

### Office Golden Skills

CBA (Center of Business Studies), Kabul, Afghanistan.  
Program Covered: Time management, administrative management, speaking skills, human resource, and procurement management.



### Office Package

CBA (Center of Business Studies), Kabul, Afghanistan.

## EXPERIENCE

### IT Manager (Shefajo Hospital -Dec 2020- Present)

#### Main Duties:

- Managing information technology and computer systems
- Plan, organize, control and evaluate IT and electronic data operations
- Running regular checks on network and data security
- Identifying and acting on opportunities to improve and update software and systems
- Develop Attractive and informative website and run routine social media trends
- Developing and implementing IT policy and best practice guides for the organization
- Running and sharing regular operation system reports with senior staff
- Providing direction for IT team members
- Identify problematic areas and implement strategic solutions in time
- Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure
- Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs
- Troubleshoot hardware and software issues related to internal IT



## EXTRA SKILLS

- Digital Marketing
- Social Media Engagement
- Translation
- Web Surfing
- Google AdWords
- Business Writing
- Academic Writing
- Google Forms
- Cognito Forms

## COMPUTER SKILL

- Microsoft Package
- Google Suite
- Vizio
- Prezi
- Mail-chimp
- Adobe Professional
- Proprof
- Cherwell IT Services  
Managment

## LANGUAGES

- Dari (Native)
- English (Excellent)
- Pashto (Excellent)

## REFERENCES

1. Dr. Najmussama Shefajo (Founder and CEO - Shefajo Hospital)  
Email: ( najmussama.shefajo@gmail.com )  
Phone: ( +93703018337 )
2. Abdul Kareem Malkyar (CEO - Afghan Invest)  
Email: CEO@afghaninvest.co  
Phone: +9786224304

## EXPERIENCE

### Trainer & IT Advisor \_AFSOG - March 2020 - Des, 2021)

Main Duties Were:

- Conduct training needs analysis and define the skill sets needed to accomplish different roles
- Conduct role-specific training on tools and programs each team uses daily
- Conduct performance appraisal to establish the skills gap between current and desirable learner skill levels
- Perform technology training sessions for IT department staff as required
- Revise training presentations and schedules for Site IT department training as needed
- Develop a suitable mix of formal and informal development activities
- Set-up of the learning environment and resources
- Designing technical manuals using simple language
- Assist to develop powerful and attractive website



### IT Advisor (Afghan Invest - June 2022 - Present)

Main Duties Were:

- Consulting staff from different parts of a client's organization
- determining information system requirements and defining project objectives
- Making recommendations, such as suggesting appropriate hardware, software and systems
- Designing, installing and trialing new systems and software, and fixing issues that arise
- Compiling and presenting information
- Web hosting and development
- training users

## VOLUNTEER EXPERIENCE

1. IT Officer, SDGs Conference (2019)
2. Web Developer (CBA, 2020)
3. Team member in the Digital Marketing Campaign for Students Recruitment (Kateb University - January - March 2018)
4. Web developing and hosting RPC (Reliance Power Group of Companies - 2021)
5. IT Assistant, HRM Event by CBA (2018)

