

# Abdullah Makhdum

Energetic and experienced young committed to achieve organizational goals and aiming to be an effective and efficient staff in order to utilize my utmost skills, experiences, and knowledge.



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Add: Mazar-e-Sharif, Balkh, AF

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## Work Experience

October, 2018 – Present Kabul, AFG  
**Business Incubator & Business Development Officer**  
Hamaroz Online Shopping

September, 2018 Balkh, AFG  
**Business Incubator** (One-time task)  
United Travel and Tours

July, 2015 – August, 2018 Balkh, AFG  
**Project Admin/Data Officer**  
CARE International in Afghanistan

March, 2015 – June, 2015 Balkh, AFG  
**Administrative Officer**  
Pakiza Dairy Production Company

January, 2014 – December, 2014 Kabul, AFG  
**Admin and Finance Officer**  
Barak Kor Group of Companies

May, 2013 – December, 2013 Kabul, AFG  
**Finance Manager**  
Afantokh Road and Construction Company

November, 2012 – April, 2013 Kabul, AFG  
**Project Manager & Translator** (Freelance)  
Translation4All, Inc. a US company

September, 2012 – April, 2013 Kabul, AFG  
**Project Admin and Finance Officer**  
Barak Kor Group of Companies

September, 2011 – August, 2012 Uruzgan, AFG  
**Admin and Finance Officer**  
Barak Kor Group of Companies

December, 2009 – June, 2011 Peshawar, PK  
**English and Computer Instructor**  
Zaheer English & Computer Center

## Languages

English (Proficient) ●●●●● Uzbek (V. Good) ●●●○○  
Pashto (Proficient) ●●●●● Urdu (V. Good) ●●●○○  
Persian (Proficient) ●●●●● Turkish (Good) ●●○○○

## Education

January, 2015 – November, 2018  
**Bachelor in Business Administration**  
University of the People (online), California, USA

July, 2010 – June, 2011  
**Diploma in Business Administration**  
Capital Degree College, Peshawar, Pakistan

1999 – June, 2011  
**Secondary School – 12<sup>th</sup> Grade Class**  
Khurasan High School, Peshawar, Pakistan

## Skills & Competencies

- Goal Oriented ████████████████████
- Creative Thinking ████████████████████
- Time Management ████████████████████
- Leadership ████████████████████
- MS Office Knowledge ████████████████████
- Verbal and Written Communication Skills ████████████████████
- Flexibility & Adaptability In ever Changing Needs ████████████████████
- Typing Skills ████████████████████

## Achievements and Certificates

- Finance & Accounting at American Management Association
- HR, Admin, Procurement & Transport Trainings at CARE
- Marketing & Sales Skills Training by USAID
- Microsoft Office Specialist at HARIS Institute
- English Language at American English Language Center
- Computer Hardware at Association for Human Development
- Graphic Designing at Association for Human Development
- Student of the Year by Capital Degree College (2011)

## References

**Hazrat Shah Zazai** Provincial Supervisor at CARE Balkh, AF  
0780 410 190 | hazrat.zazi@yahoo.com

**Ghulam Sakhi Azimi** Former Field Supervisor at CARE Balkh, AF  
0707 706 377 | ghulamsakhi.azimi97@gmail.com

**Mohammad Masih** Admin/HR Officer at DCA Kabul, AF  
0785 941 730 | m.masih@dca-af.org