

Mahdi Sharifi**CONTACT INFORMATION** Phone: +93 766869730 / +93 704484960

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Address: Tofel House Street, Gulayee Dawakhana, Sabiq Bus Station, District 3, Kabul

PROFILE A talented young professional with academic and professional expertise in finance, management, business, and administration. As a Bachelor of Business Administration (BBA) student, I have excelled academically and socially, serving as the course representative for the past three years. I have actively participated in academic and social events. Professionally, I have demonstrated quality work, punctuality, and a positive attitude throughout my career. Additionally, I have contributed to voluntary work to support society and the younger generation. I am always eager to learn and explore new experiences.

PROFESSIONAL EXPERIENCE**Finance Officer***Afghanistan Young Green Organization (AYGO)**Sep 2021 - Present***Main Responsibilities:**

- Planning budget monthly and weekly for project and administrative costs
- Preparing vouchers for receipts and payments
- Preparing monthly accountancy reports
- Developing proposal budgets
- Preparing cash flow statements
- Assisting in timely payment of invoices
- Filing bank receipts, bank payment vouchers, and bank reconciliation
- Processing cheques and withdrawing cash from the bank
- Managing petty cash
- Processing salary transfers and distributions
- Data entry in QuickBooks
- Reviewing daily/weekly cash counts
- Preparing financial reports (monthly, quarterly, annually) and maintaining records
- Filing invoices, advance forms, comparative statements, and purchase orders
- Ensuring the security and safety of petty cash

- Deducting salary tax and office rent tax, processing in the E-Filing system (ARDES)
- Processing tax clearance (EZHARNAMA)
- Answering finance-related inquiries
- Maintaining a well-organized filing system and work environment

Part-time Accounting Technician*Fanoos Accounting Services**Nov 2023 - Present***Main Responsibilities:**

- Supporting clients with financial transactions and bookkeeping
- Assisting in QuickBooks data entry and reconciliations
- Preparing financial reports and statements
- Ensuring compliance with accounting standards and client requirements

Admin and Finance Assistant/Cashier*Afghanistan Young Green Organization (AYGO)**Sep 2019 - Aug 2021***Main Responsibilities:**

- Assisting finance officers in managing customer/supplier flow
- Recording and maintaining daily and weekly cash balances
- Processing supplier payments and handling tenders

- Maintaining compliance with organizational policies and regulations
- Depositing and withdrawing funds for organizational needs
- Processing payroll and bank transfers
- Managing office supplies and record-keeping
- Preparing weekly and monthly cash flow reports for the finance officer

Admin Assistant

Shayan Star Logistic Services (SSLC)

May - Nov 2017

Main Responsibilities:

- Managing phone calls and returning messages
- Greeting visitors and assisting staff

- Handling mail and office correspondence
- Preparing attendance reports and event coordination
- Maintaining office supply inventory and records
- Data entry and database management
- Ensuring a clean and organized workspace

Team Leader (Volunteer)

Kabul COVID-19 Community Support

Feb - Aug 2020

Main Responsibilities:

- Managing a team of volunteers to support poor communities in Kabul
- Reporting to the board of trustees on a monthly basis

EDUCATION

- **Bachelor of Business Administration (BBA)**
- Avicenna University, Kabul (2022)
- **High School Diploma** - Helmand High School, Wardak Province (2016)

OTHER COURSES & WORKSHOPS

- QuickBooks Online 2024 - Fanoos Accounting Services

- Advanced English 2023 - TESOL Training Center (TTC)
- Advanced QuickBooks 2021 - Fanoos Accounting Services
- Basic QuickBooks 2019 - Afghanistan Young Greens (AYG)
- Microsoft Office Programs 2018 - Global-Links IT Academy, Kabul

LANGUAGES

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

COMPUTER SKILLS

- QuickBooks (Desktop & Online)
- Microsoft Office Suite
- Internet and Digital Communication

KEY SKILLS & CHARACTERISTICS

- Leadership and Management
- Problem Solving
- Accounting, Admin, and Finance
- Logistics and Procurement
- Administration and Filing
- Good Communication and Networking

REFERENCES

Rohullah Hakimi

President, Shayan Star Logistic Services & Current Chevening Scholar at the University of East Anglia (UK) Phone: +44 (0)7949769905, Email: R.hakimi@uea.ac.uk

Sayed Rabiullah Langari

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Najeebullah Hotan

Admin & HR Department, Afghanistan Young Green Organization (AYGO)
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