

Mohammad Jawid Shahdadzad

Kabul, Afghanistan

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Objective

Professional Finance Manager with 7 years of experience in accounting principles and procedures. Proven track record of strong organizational and management abilities. Demonstrated expertise in relationship and communication skills with other departments. Effective communicator with excellent time management skills and well-developed analytical abilities.

Key Skills & Qualities

- Critical thinking and reasoning abilities
 - Quick learner of new skills and technologies, with strong analytical skills
 - Excellent communication and customer relations skills
 - Team management and leadership capabilities
 - Self-confident and goal-oriented
 - Strong problem-solving abilities
 - Budget preparation and financial reporting expertise
 - Reliable and adaptable
 - Skilled in leading and working within teams to promote organizational image, mission, and objectives
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Computer Skills

- Microsoft Office: Intermediate
 - SPSS: Intermediate
 - QuickBooks: Intermediate
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Professional Experience

Finance Manager

Shuhada Organization, Kabul, Afghanistan

November 2021 – Present

- Oversee financial management and reporting for the organization.
- Ensure compliance with accounting principles and internal controls.
- Develop and monitor the organization's budget.
- Supervise financial operations to guarantee timely and accurate reporting.
- Provide financial analysis and support for organizational decision-making.

Part-time Bookkeeping Consultant

Fanoos Accounting Services, Kabul, Afghanistan

2023 – Present

- Providing outsourced bookkeeping services for clients, ensuring accuracy and efficiency in financial reporting.
- Offering expert advice on bookkeeping processes and financial systems.
- Managing clients' QuickBooks files and ensuring all transactions are recorded correctly.
- Reviewing and analyzing financial statements and reports.

Logistics & Transport Officer

Shuhada Organization, Kabul, Afghanistan

October 2017 – October 2021

- Managed logistics planning and coordination for transportation services.
- Ensured smooth transportation of goods and personnel.
- Coordinated logistics and procurement operations for project needs.
- Maintained communication with vendors and suppliers to ensure timely deliveries.
- Managed logistics records and reports, ensuring accurate documentation.

Admin/HR Volunteer

Shuhada Organization, Kabul, Afghanistan

May 2017 – October 2017

Human Resources Responsibilities:

- Entered HR database information and tracked required updates.
- Assisted HR officers with staff recruitment according to organizational policies.
- Supported the creation and development of staff forms, formats, and personal files.
- Assisted in job descriptions, performance evaluations, and staff development.
- Managed attendance records (presence, absence, leaves).
- Maintained staff personal files and documents.
- Supported the organization of trainings, workshops, and development opportunities for staff.

Administration Responsibilities:

- Managed contracts and related documents.
- Assisted in logistics planning and reporting.
- Supported the field offices with staff management and daily operations.
- Managed security guards, cleaners, and other support staff.
- Coordinated travel bookings and accommodations for staff and guests.

Admin Assistant Internship

Youth Peace Leaders, Kabul, Afghanistan

February 10, 2016 – July 20, 2016

Administrative Assistant

Sayara Research Company, Kabul, Afghanistan

April 15, 2015 – May 15, 2016

- Matched invoices to statements and purchase orders.
- Inputted accounting data into the system with speed and accuracy.

- Provided general administrative support, including mailing, scanning, and copying.
- Assisted in resolving administrative issues.
- Prepared and modified documents, such as reports, memos, and emails.
- Processed monthly staff salary payments.
- Updated attendance sheets on a monthly basis.

Education

- Bachelor's Degree in Economics & Management
Gawharshad University, Kabul, Afghanistan
- Baccalaureate
Noor High School, Kabul, Afghanistan

Awards & Certificates

- Awarded Full Scholarship to Kazakhstan in 2013 (could not attend due to unforeseen circumstances)
- Certificate from the Ministry of Commerce (Gender Study Workshop)

References

1. **Mohammad Essa Batureyan**
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2. **Sediqa Nawrozi**
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