

Resume

Personal Information:

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Full Name: Mohammad Jawid/Shahbazi
F/Name: Mohammad Saleem
D.O.B: 22/Dec/1991
Place of birth: Maidan Wardak
Marital status: Married
Health: Perfect
Gender: Male
Nationality: Afghan
Present address: 16th District Kabul/Afghanistan

Educational Background

2011 Graduated from Sayed Noor Mohammad Shah Mina High School

2017 Graduated from Kabul Polytechnic University Construction Engineering Faculty Civil and Industrial Department.

Computer Skills

- *Ms. Windows*
- *Ms. Word*
- *Ms. Excel*
- *PowerPoint*
- *Photo Shop*
- *Auto CAD*
- *Primavera*
- *MS Project*
- *Revit*
- *Adobe Acrobat X (PDF)*

Work Experience: 1

02/09/2017—till 15/08/2021

Work in value construction company (V.C.C) as an **admin manager, general Controller**, in GOV projects such as

1: Construction of tala barfak district building in Baghlan province with MUDL

2: Construction of bandi canal irrigation scheme in khewa district of nangarhar province with MoA

3: Construction of arashti canal irrigation scheme in dara e noor district of nangarhar province with MoA

4: Construction of 42m bridge in lal sar jangal district of ghor province with MRRD

Reference 1: value.construction.co@gmail.com

Reference 2: Sayed Zabihullah Paacha the CEO and President of Value Construction Company

sayed.zabi25@gmail.com

Duties & Responsibilities:

- Prepared proposals for project bidding
- Prepared quotations and cost estimates
- Managed projects financial resources, managed expenses, prepared financial reports
- Managed and controll all staff contracts, salaries, and job responsibilities
- Followed up on invoices and ensured timely processing
- Monitor projects progress and prepared report for donor and company leadership
- established effective communication between donors,site engineers and company leadership
- control and managed logistics operations from main office to all project sites

Work Experience: 2

16/08/2021 till 27/10/2024

Work in Sayed Almas Logistics Services Company as an Admin Manager, and General Controller and Logistics Manager in the following projects.

1: Supply and Delivery of Hygiene kits to the several locations in Afghanistan With Islamic Relief World Wide (IRW) 2021-2022 such as

725 kits to Nangarhar Province

800 kits to nangarhar province

1300 kits to nangarhar and kabul provinces

2000 kits to nangarhar province

2425 kits to kabul, bamian, nangarhar province

2: supply and delivery of 1110 bulls qurbani meat in eid in kabul and mazar city with Islamic relief world wide NGO-2022

2: Supply and delivery of hygiene kits to Kabul city with IFRC

3: Supply and delivery of tool kits and furnitures and hygiene kits to Kabul city with IFRC-2022

4: Supply and delivery of 55000 Covid-19 hygiene kits to Mazar and kandahar City with NCA-2022-2023

5: Supply and Delivery and Installation of 4 Greenhouses in Kabul with ORCD-2023

Reference 1: sayedalmas.logistics@gmail.com

Reference 2: Sayed Zabihullah Paacha the CEO and President of Sayed Almas Logistics Services Company

sayed.zabi25@gmail.com

Duties & Responsibilities:

- Prepared proposals for project bidding
- Prepared quotations and cost estimates
- Managed projects financial resources, managed expenses, prepared financial reports
- Managed and controll all staff contracts, salaries, and job repositibilities
- Followed up on invoices and ensured timely processing
- Monitor projects progress and prepared report for donor and company leadership
- established effective communication between donors,site engineers and company leadership
- controll and managed logistics operations from main office to all project sites

Work Experience: 3

28/10/2024 till 30/12/2025

*work with Compound builders international company JV shahi khil moqadas construction company as a **finance manager** in*

Construction of 22km 2nd line Kabul-jalalabad highway road first lot project

Reference: Wali Khan Sangaryar HR Manager of CBICC

Reference 1: walikhansangaryar@gmail.com

Reference 2: info@cgc.com.af, co.cbicc@outlook.com

Duties & Responsibilities:

- Preparing financial data, creating reports and analyzing the financial health of the Project
- Identifying ways for the organization to cut costs and increase profits
- Preparing accurate, timely financial statements and reports for internal and external stakeholders
- Managing payments, reviewing invoices, and make a financial balance for project
- Managing cash according to the daily expenses of the project
- Preparing financial plan for the best implementation of the project
- Making report of all supply according to the logistics department of the project
- Analysis of all required materials and making quick budget for purchasing.
- Preparing salary sheets for all staff and vehicles and machineries
- Preparing all debt report and making a balance payment sheet for all debts
- Prepared quotations and cost estimates
- Managed projects financial resources, managed expenses, prepared financial reports
- control and managed logistics operations from main office to the project site

Languages

Writing	Speaking	Reading	Language
Native language			Pashto
Excellent	Excellent	Excellent	Dari (Farsi)
Very good	Very good	Very Good	English
Very good	Excellent	Very good	Urdu

References

1: Sayed Zabihullah Paacha/ CEO and President of Value construction company and CEO and president of Sayed almas logistics services company
value.construction.co@gmail.com , sayedalmas.logistics@gmail.com ,
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2 Sefatullah Esmati/ President of Paacha Sahib Mashriqi Logistics Services
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