**Curriculum Vitae**

**Ziaulhaq Rahimi Mujadidi**

Address: District 11th, 9st Street Qala-e-Najarha Kabul-Afghanistan

Cell: 0706704370/0789614897 Email: mujadidiziaulhaq@gmail.com

**Objective:**

You will make the right choice if you need a person: energetic, qualified but still seeking knowledge, sociable, hardworking and discover my abilities in HR, Administration and Office Management.

**Personal Information:**

F/Name: Mohibulhaq

D & P/B: 2.11.1978 Kabul

Marital Status: Married

Electronic ID No: 1398-0100-17852

 **Academic Qualification:**

1991 Passed 12th Class, Habibia High School

2004 BBA Degree, Preston University, Kohat, Pakistan

 & other English and Computer Courses

**Computer Skills:**

1. Microsoft Office
2. Using of Internet
3. Able to type Dari, Pashto, Urdu and English

**Work Experience:**

Feb 2005 till Dec 2009 Afghan Apollo Hind Medical Center

 HR Manager, also performed Administration Posts

Jan 2010 till to Dec 2010 HR Manager @ 3Sports Media

2011 till Sep 2017 Afghan Apollo Hind Hospital

 Admin Manager

Oct 2017 till June 2018 National Maintenance Strategy (NMS) PEC

 Facilities Manager

July 2018 till date Khair Khwa Medical Complex (KMC)

 Admin/HR Manager

**Key Skills & Core Competencies:**

1. Good Communicator
2. Decision Maker
3. Multitasking
4. Easily can adapt to manor/major changes
5. Accuracy and punctuality

**Language Proficiency:**

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| --- | --- | --- | --- |
| **LANGUAGE** | **READIND** | **WRITING** | **SPEAKING** |
| **Dari** | Excellent | Excellent | Fluent |
| **Pashto** | Good | Good | Fluent |
| **English** | Good | Good | Good |
| **Urdu** | Good | Good | Good |