

CV

Personal information:

Name: Deedar
Last Name: Raheem
Father name: Ali Raheem
Date of birth: October 20, 1981 (1360)
Marital status/Sex: Single / Male
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Current Job: **MISFA as IT Officer**

Objective

To obtain a challenging position that allows me to utilize my technical expertise in an environment conducive to continual advancement of knowledge and skills.

EDUCATION

(Mar 2006 – up to date) I study (1st year of) Bachelors in Business Administration in APTECH/MRK University, Kabul-Afghanistan.

(2002) 12th class graduated from Noor High School Quetta-Pakistan

(Mar 2004) Management & Accounting from AREA (Agency for Rehabilitation and Energy conservation in Afghanistan), HERAT.

(May 2002) Diploma in English language from HELP (Hazara English Language Academy), Quetta-Pakistan.

(1999 to 2001) Computer Database, Programming and web developing from Sky Educational and Welfare Society, Quetta-Pakistan

(Jul 2000) MCSE courses from Sky Educational and welfare Society, Quetta-Pakistan.

(Jul 2001) Computer Professional Hardware course A+ certification from Millennium Institute of Computer Science, Quetta-Pakistan.

(Mar 2002) DIT (Diploma in Information Technology), Office automation, graphic programs, operating systems from Galaxy computer academy. Quetta-Pakistan.

Extra Training

(2, Sep 2005) participate on WFP, Let's COM training program for Radio HF, VHF, CODAN programming and setup configuration.

(26 to 30 March 2006) Training on Management Information System by MISFA (Microfinance Investment Support Facility for Afghanistan)

WORKING EXPERIENCE:

1. MISFA (Microfinance Investment Support Facility for Afghanistan)

(Jan 2006 up to date) As IT Officer

Duties & Responsibilities:

- ✓ Performing daily IT tasks

- ✓ Troubleshooting computers Hardware and Software problem
- ✓ Installing and maintaining new systems and Networks
- ✓ Troubleshooting Network, Telephone Cabling and Installing and troubleshooting Printers (Network Based printers and local printers)
- ✓ Making backup of Data in weekly, monthly bases and assisting in Administering Email system and virus cleaning and antivirus administration.
- ✓ Assisting in Administering Network, Domain /WAN, Active directory and server /Systems over all administration
- ✓ Assisting in Developing website, Database& preparing reports / inventories
- ✓ Designing ID Cards, Business cards, certificates, other graphics and etc
- ✓ Entering data in database and assisting in preparing Management Information Systems (MIS) Report.

2. UN-WFP / Faizabad Area Office

(Aug 2005 to Dec 2005) As ICT Assistant

Duties & Responsibilities:

- ✓ Prepare and maintain a comprehensive inventory of all computer, telecommunications equipment, I/O devices and software existent in the region, country and sub-offices;
- ✓ Manage the operation and maintenance of the Local Area Network (LAN) and Wide Area Network (WAN) systems to ensure that Network Operating Systems support data base, documents, resources and other data files.
- ✓ Manage all equipment and applications associated with electronic mail, etc. for all offices in the area;
- ✓ Ensure timely installation and upgrading of LAN/WAN information systems (e.g., Resource Mobilization, Logistics Management, Purchasing, Financial Accounting, anti-virus and industry standard applications, etc.);
- ✓ Receive, test, and install systems and telecommunications hardware;
- ✓ Maintain all Operating System, commercial, business and anti-virus software, ensuring compliance with registrations and upgrades;
- ✓ Provide hardware and software troubleshooting support to all office locations, seeking technical advice and support from TCIT section staff as required;
- ✓ Provide staff training on all hardware, software, files management/maintenance and LAN/WAN systems; carry out periodic computer skills surveys to determine end user knowledge of applications; and identify training requirements and propose cost effective measures to upgrade staff skills;
- ✓ Perform maintenance and minor repairs on hardware equipment;
- ✓ Provide monthly reports on activities of the unit;
- ✓ Perform other related duties as required.

3. UNDP / ICT Project Herat

(Jun-2003 to Jan - 2005) As ICT Trainer

Duties & Responsibilities:

- ✓ Training computer's software for government employees
- ✓ Keep responsibility of Computer networks and software installation
- ✓ Keep responsibilities of office arrangement, communication, Filing and etc.
- ✓ Troubleshooting computer hardware and software.
- ✓ Staff meeting arrangement and its weekly report
- ✓ Taking and storing Backup of Computer User's important data on weekly/monthly basis.
- ✓ Maintaining Computers Safe of Virus and Updating Anti-Virus Software and Engine.

4. Hemmat Educational and Cultural Institute

(may-2002 to Jun-2003) as IT Instructor and In-charge of computer lab

Duties & Responsibilities:

- ✓ Training of users in all software packages specially office automation, Graphics and Animating software's.
- ✓ Preparing Training Notes and materials for different Software Packages.
- ✓ Troubleshooting Software Problems
- ✓ Installing different kinds of software
- ✓ Keep responsibility of all income & outgoing documents

5. Millennium Computer Marketing

(Feb-2001 to Mar-2002) as Hardware/network Technician

Duties & Responsibilities:

- ✓ Installation and troubleshooting windows 9x/NT/2000/2000 server
- ✓ Setup and maintenance of hardware parts
- ✓ Troubleshooting of scanner, printer, cameras, LAN cards, modem and etc.
- ✓ Setup, installation and configuring Local Area network for clients
- ✓ Design, wiring, cabling Local Area network for clients
- ✓ Setup/installation of internet modem and etc for clients
- ✓ And keep responsibility for installation & troubleshooting related to all hardware & networking.

LANGUAGES

Mother tongue: Dari

Language	Reading	Writing	Understanding	Speaking
<i>Pashto</i>	Fluent	Fluent	Fluent	Good
<i>English</i>	Fluent	Fluent	Fluent	Fluent
<i>Urdu</i>	Fluent	Fluent	Fluent	Very good

OTHER SKILLS:

- ✓ Typing English (speed 55-65 WPM) and Farsi/Pashto (speed 40-45 WPM)
- ✓ Basic operation and full usage of Photocopy machine, Printing and scanning memos
- ✓ Designing newspaper and magazines
- ✓ General Translating (English to Dari and Dari into English language)
- ✓ Operating and using radio
- ✓ Driving and have it's license

PERSONAL:

Goal oriented, analytical approach, quick learner, adjustable, honest, team worker, can work in stressful conditions, good communication, writing and training skills, able to work in any regional office inside and outside Afghanistan and very well developed social contacts.

REFERENCE:

Reference will be available upon request.