**(FNU SAIFULLAH)**

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**Objective**

To work as a part of dynamic team in a reputable firm where hard work & sincerity are appreciated.

**Education**

* 01/2015 – Present Studying International studies, MVCC, Utica. N.Y.
* 10/2007 – 12/2007 studied Democracy, human rights, women rights and children rights (Kabul, Afghanistan)
* 01/2007 – 06/2007 studied Microsoft Certified System Engineering (MCSE) at APTECH institute of information technology (Pakistan)
* 2007 – Graduated from Hira high school (Pakistan)
* 2005 – 2007 studied Philosophy, relations and communications of Human Kind (Pakistan)
* 2002 – 2004 studied Diploma in English language (DEL) at Knowledge house English language institute (Pakistan)

**Work Experience**

* 01/2015 - Present - Customer Service Representitive at Expert Global Services
* 08/2010 – 11/2013 – Broadcasting Manager and RIAB (Radio In A Box) technician with U.S. Armed forces (Afghanistan)
* 06/2009 – 11/2013 – Interpreter/ Translator and Culture Adviser with U.S. Armed forces
* 08/2008 – 06/2009 – Radio announcer/ Producer at Zafar commercial Radio. Press officer at K. Press Group (Afghanistan)
* 10/2007 – 08/2008 – Training officer at Afghan civil society forum (ACSF) (Afghanistan)

**Additional Skills/Training**

* Languages:
* English: Fluent in speaking, reading and writing
* Pashto: Fluent in speaking, reading and writing (native language)
* Persian: Fluent in speaking, reading and writing
* Dari: Fluent in speaking, reading and writing (native language)
* Urdu: excellent in speaking, reading and writing
* Arabic: Fair at speaking, excellent at reading and writing
* Computer skills:
* Ms. Windows
* Ms. Word
* Ms. Excel
* Ms. Power point
* Photo shop
* Cool Edit (Audio editing software)
* Adobe Edition (Audio editing software)
* A/V Broadcasting:
* Programs producing and editing
* Live broadcasting
* Programming and advertisement
* Programming evaluation and statistical analysis
* Recording and editing audio files
* Music and Audio file mixing
* Installation and troubleshooting of RIAB (military radio stations)
* Training of trainers (TOT):
* Adults’ teaching
* Teaching and methods’of training for trainers (TOT)
* Security Commissions and non-commissions officers Training
* Black built in Taekwondo
* Certificate in mix martial arts MMA

**References**

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