

Mohammad Rafi

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Profile

Full Name: Mohammad Rafi
Last Name: Saeedi
F/Name: Awal Shah
Date of birth: 05/Aug/1995
Place of birth: Khost, Afghanistan
Nationality: Afghan
Marital status: Single
NID Card #: **6860758**

Education:

B.Sc. in Civil Engineering

- DAWAT UNIVERSITY KHOST | 2016 – 2019

12th Grade Graduation Certificate

- SHAHID MOHAMMAD DAUD High School Khost | 2010 – 2012

MS Office Automation Package Certificate

- ICT Center, Presidency of Telecommunication Khost | 08, 2005 – 01, 2006

Advance-II English with A-Grade Certificate

- AFGHAN UNIVERSITY English, Science & Computer Center Khost | 2004 – 2005

Computer Skills:

Operating Systems:

- Microsoft Windows 7 ultimate, 8.1, 10

Office Automation:

- Word, Excel, PowerPoint, Publisher and Outlook

Databases:

- MS Access

Financial Accounting:

- Sage Peachtree Accounting (*All versions*)
- QuickBooks Premier Accounting (*All versions*)

Typing:

- English (*60 wpm certified*)
- Pashto/Dari/Arabic (*40 wpm*)

Computer-Assisted Translation (CAT) Tools:

- SDL Trados Studio 2019
- MemoQ, Memsources, Smartcat

Experience:

Sep, 2021 – Dec, 2021 | Volunteer Translator

| United National Volunteers (UNV)

Responsibilities:

- Translation of U-Reports for English to Pashto in contribution to UNICEF-ROSA.

April, 2020 – Present | Volunteer Translator

| Canadian Women for Women in Afghanistan (CW4WAfghan)

Responsibilities:

- Translation of presentations and other contents for CW4WAfghan from English to Pashto/Dari on time.
- Translation editing and composing of diverse educational subject materials in contribution to Darakh-e-Danish Library for providing educational resources to Teachers, students and girls as per assigned deadline.
- Translation of storybooks for children from English to Pashto/Dari.

Jan, 2016 – Nov, 2019 | Computer Operator & Text Translator

| SAEEDI Translation & Design Services, Khost

Responsibilities:

- Assisting clients in jobs, scholarships, internships applications based on online and offline data entry.
- Typing & Translation of University students' homework from English to Pashto/Dari.
- Compose & Designing of University Monographs.
- Designing of Logos, Business Cards, Brochures, Banners.
- Translation of University Monographs from English to Pashto/Dari.
- Preparing & Standard Translation of NIDs from English to Pashto/Dari.
- Writing of request letters for employees to their employers and translation them from English to Pashto/Dari or vice versa.
- Assembling, installing and troubleshooting of computer software's and hardware's.
- Many other translation, data entry and computer operating tasks.

Languages:

▪ Pashto	Dari	English	Urdu	Arabic
Native	Bilingual	Fluent	Very Good	Basics

References:

- 1) Mr. Sediqullah Sarwary
Content Manager | CANADIAN WOMEN FOR WOMEN IN AFGHANISTAN
E-mail: sediq@darakhtdanesh.org
Cell: +93 (0) 777 27 19 90

- 2) Mr. Maiwand
Manager | SAEEDI TRANSLATION & DESIGN SERVICES, KHOST
E-mail: sdesigns.mst@gmail.com
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- 3) Mr. Samiullah
Vice President | AHMAD ZIA CONSTRUCTION COMPANY, KHOST
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