**Rasikh Ahmadi**

Khairkhana11th District, Kabul / Afghanistan

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Highlights of Qualifications

* Graduated from High school with a high-level degree.
* Bachelor degree in faculty of law (Kabul University).
* Over 4 years of experience in Kabul International private high school, Aafaq private school and Mustaqbel-E-Naween private school as teacher.
* Computer data entry skills, including excel and word.
* Strength in recognizing, analyzing and solving Management problems.
* Can speak English, Persian, Pashto languages.

Relevant Experiences

Record Keeping

1. **Kabul International Private High School,** Kabul Afghanistan(2019-2022)
* Teaching Geography and History Subjects.
1. **Aafaq private High School,** Kabul Afghanistan (2023-2024)
* Teaching Geography and History Subjects.
1. **Mustaqbel-E-Naween Private High School,** Kabul Afghanistan(2023-2024)
* Teaching Islamic and Dari Subjects.

Computer and Data Entry

* Entered daily personnel time sheet data to database.
* Prepare pay slip of personnel at every end of month.
* Manage and update database of personnel.
* Teaching office packet like word excel

**SKILLS**

* Strong writing, oral, interpersonal, and communication skills, organized, responsible, supportive, and great team member.
* Expert in Microsoft Office suite: Excel, Word, and Power Point. Skilled in Photoshop and other desktop publishing such as printing and scanning.

**EDUCATION**

* Diploma in English Language (DEL).

Expected Graduation Date: 2019.

* Certificate in English Language (CEL).

Graduated in 2018.

* Graduated from High school with a high-level degree.
* Bachelor degree in faculty of law (Kabul University).