



Customize your Resume

**Mohammad Fahim Nazari**

DOB : 21 February, 1988

First District1, Gozer1  
Block 1, House#11,  
LashakrGah

+93 (0) 745 15 67 80  
+93 (0) 749 96 96 46

muhammadfahimnazari@gmail.com

**ABOUT ME**

I have **4+ years of experience** working with national and international organizations.

Seeking a career that is challenging and interesting, and lets me work on the leading areas of security, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives.

**SKILLS****WORK**

SITE ENGINEER



MANAGEMENT



DESIGNING



IT MANAGER



SURVEY

**PERSONAL**

COMMUNICATION



ORGANIZATION



TEAM PLAYER



CREATIVITY

**MOHAMMAD FAHIM  
NAZARI****STUDIED-CIVIL ENGINEERING IN  
INDIA****EXPERIENCE****2018****District Manager****INDEPENDENT ELECTION COMMISSION OF  
AFGHANISTAN**

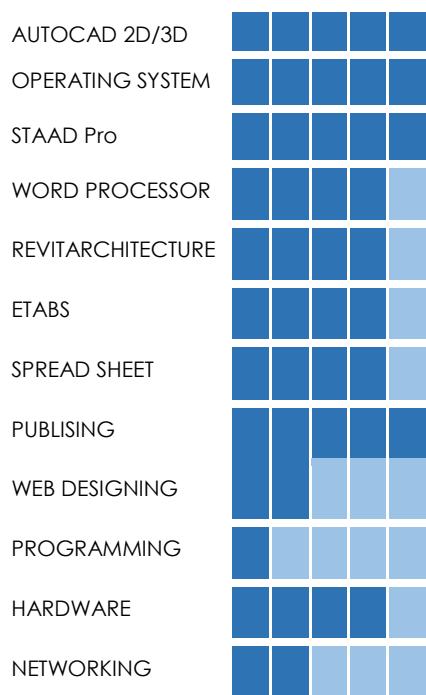
- Responsible for training All Stuff before Election
- District manager have to keep your employees motivated, resolve conflicts and make hard decisions.
- District manager might have to create schedules, order supplies and write report.
- District manager do a lot of a communicating. This might be in front of a group of employees, or in a meeting with management. You might be called upon to write report.
- Designing training programs and workshops for staff
- Analysis all data of district and report to Capital.
- Manage all material on the day of election and setting the biometric machine.

**Baloch Kakar Construction Company****(2017 – 2019)**

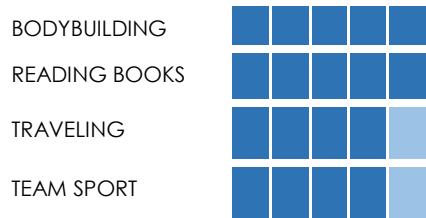
- Ensure the hardware activities' technical and financial follow-up;
- Take into account the project's global performance: impact, relevance, consistency, effectiveness, efficiency, sustainability and covered groups;
- Ensure the project's integration in local structures;
- Write weekly/monthly report of activities performed;
- Plan the activities on a weekly basis and organize the workers accordingly
- Implement the project's construction and rehabilitation activities
- Ensure implementation of the activities defined by the Program Manager and his deputy;
- Coordinate contractor activities and report to the Deputy Program Manager any problem with them;
- Follow contractor activities in term of quality and quantity and ensure they are following schedule and technical agreement put inside the contract;
- Plan the activities according to the development of the project;
- Evaluate and update project needs (HR, financial, logistics);
- Identify and anticipate problems or constraints;
- Follow the project's advancement by regular visits;
- Train the workers and make sure they implement well the activities;
- Propose solutions or improvements for better performance of the project.
- Participate in the implication of beneficiary communities in the project



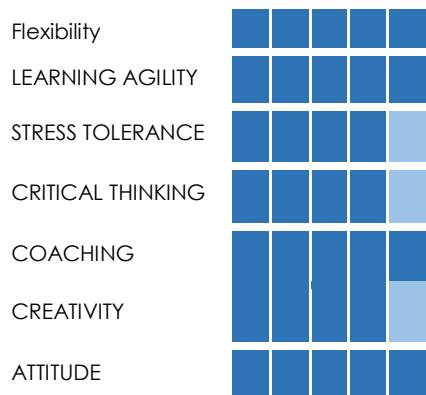
#### COMPUTER SKILLS



#### HOBBIES



#### STRENGTH SKILLS



- Coordinate activities with the other teams and sensitize communities in the field;
- Identify the beneficiaries' technical training needs ;
- Organize information meetings with community members to develop their knowledge.
- Develop contacts and explain to stakeholders and to populations the activities and the objectives of the programs;
- Represent the organization with the beneficiaries with the agreement of the hierarchical supervisor;
- Inform local authorities about all aspects of the programs;
- Respect FELCC charter and rules;
- Involve and inform the communities in the implementation of the program;
- Work in collaboration with the stakeholders.

(2013 – 2017)

#### Representative of Afghan Student in INDIA

- Extension of all student passport and Visa
- Online registration for new student and for next semester
- Students problem share with university and embassy
- As for request of new students arrange make up classes
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.

#### EDUCATION

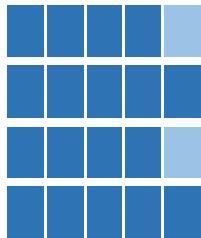
(2013 – 2017)

LEADERSHIP

PUNCTUALITY

ORGANIZING

TEAMWORK



## Civil Engineer

Successfully completed the Degree of Bachelor of Technology in Civil Engineering in the Years Of (2013-2017) At Lovely Professional University.

(2010 - 2012)

## 12<sup>TH</sup> GRADE – BACCALAUREATE DEGREE

Shahid Engineer Abdul Ma BOYS HIGH SCHOOL

## Pre-Degree Foundation

Successfully completed Pre-Degree Foundation Course Between (February & July 2013) At KIIT University.

## Internship

Successfully completed Summer Training at Lovely International Trust from 06.06.2016 to 21.07.2016.

Successfully completed The Course of Professional in Building Design at CADD Centre Services at 25.07.2017 At Jalandhar India.

## OTHER TRAININGS

**Training in AutoCAD (Civil) at Engineers CADD Center Training Service, Jalandhar . the course included AutoCAD Fundamentals, Productivity Tools, 2D Drafting and 3D.**

**Training in STAAD Pro at Engineers CADD Center Training Service, Jalandhar. The course comprises creating Geometry using x, y, and z coordinates in STAAD Pro., Defining about beams, column and plates, Defining support and properties system, Defining different load system, analysis with concrete and Steel design and editing.**

**Basic Map Users Course No.2**

**AUTOCAD (2D & 3D)**

**Canal & Canal Repairs Work**

## Special Skills

- Ability to work independently and as member of Team.
- Able to learn new skills very Fast.
- Team working with Professional behavior.
- Strong belief in hard work and uphill struggles.
- Continues professional improvements.
- Good Qualified in Written and Oral Communication.

## REFERENCES

**References will be provided upon request**