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## FATEMA KHAVARI

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13<sup>th</sup> District  
Kabul, 1024

I am an effective and confident communicator also a self-starter with the dedication and motivation required to succeed in a busy department. Possessing a in depth knowledge of Human Resource and Research processes and procedures and a proven track record of providing support to advisors and senior managers. Easy going by nature and able to get along with both work colleagues and senior managers when providing comprehensive administrative support to day-to-day operations of department.

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### EDUCATION

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<b>BBE</b>	Kateb University, Bachelor of Business Economics Major in Financial Management	Jan - 2016
<b>AA</b>	Female Accounting Institute, 14 <sup>th</sup> Grade of Accounting Majored in Financial Accounting	Dec - 2012
<b>HS</b>	Zainab-e-Kubra High School, 12 <sup>th</sup> Grade Majored in Mathematics	Dec - 2010

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### EXPERIENCE

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**Fanoos Accounting Services** Kabul 1Nov - 30 Nov 2020

Have a proven track record of providing Accounting, Auditing and Financial services by building solutions GAAP and International Financial Reporting Standards (IFRS).

#### Event Coordinator

- Coordinate with the Universities and sign event contracts with them.
- Negotiate with Universities if necessary and closes a deal with them.
- Look for potential Universities in the Kabul and maintains ongoing relations.
- Present FACC20 in Universities classrooms.
- Call for a meeting with the event staff regularly and gets status reports from them.
- Make sure that there is sufficient infrastructure available and the tasks assigned are completed as planned.
- Ensure that they meet the deadlines and produce satisfying results for clients.
- Present during the event and handle issues and problems that arise during the event.
- Maintain a follow up after the event and collect review from clients.
- Document and present the review to the company for reference.

**Mazatu Food Industry Manufactory** Kabul Nov 2018 – Jun 2020

productive Company that products kinds of chocolates.

#### Finance Manager

- Preparing the spent items of everyday products.

- Recording the quantity of sale and purchase.
- Preparing the loss and profit bill, quantity of product, quantity of sale and purchase weekly, monthly and yearly.
- Recording quantity of outputs.
- Recording the daily expense.
- Reporting the raw materials and products left in the store.
- Collecting the money from customers and saving that.
- Maintaining the staff attendance notebook and paying the salary.

**Shams, Tarbiat and Tamadon High School** Kabul

Mar 2013-Nov 2017

**Teacher**

- Teaching with modern ways, and preparing the daily educational materials.
- Preparing the annual and daily plan.
- Reporting the families and head master the situation of students.
- Checking the students about the skills and their lessons.
- Encouraging the students and giving the group work.

**Comfort Aid Private English International School**

**Kabul**

**2021-June**

**2021-Dec**

**Teacher**

- Teaching and preparing the daily educational materials.
- Preparing the annual and daily plan.
- Reporting the families and head master the situation of students.
- Checking the students about the skills and their lessons.
- Encouraging the students and giving the group work
- Teaching with creative and Montessori method.

**PROFESSIONAL TRAINING**

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**QuickBooks**, Fanoos Accounting Services, Oct 2020.

**Ms office**, Afghan Institute of Information Technology, 2009.

**English**, Marefat Language Academy, 2016.

**Basic Tax Law**, center of Business Administration, 2021.

**LANGUAGES**

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**Dari**: Native Language

**English**: Fluent

**Pashto**: Working Knowledge

**COMPUTER SKILLS**

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**Financial Software**: QuickBooks Desktop 2020

**Microsoft Office:** Word 2019 Core, Excel 2019 Core, PowerPoint 2019, Outlook 2019, Access 2019

**OS:** Windows Server 2019, Windows 10, Mac OS 10.15

## REFERENCES

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**Mr. Mohammad Aman Ahmadi, CEO**

Fanoos Accounting Services

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Mr. Aman Khanzada, CEO

Mazatu Food Industry Company

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