CURRICULUM VITAE

PERSONAL STATEMENT:

I am a confident and enthusiastic person with the ability to learn and adapt quickly to new challenges and to handle difficult situation.

I have an organized approach with good communication skills, which enables me to work effectively either on my own or as a part of the team.

I want to join an organization where I can prove myself and accept the challenging career.

INTRODUCTION

Name: Hikmatullah “Siraj”

F/Name: Shakar Din

DOB: July 3, 1999

Sex: Male

Nationality: Afghan

Marital Status: Single

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Address: Dist, 5th Khoshal Khan, Kabul Afghanistan

Education:

- Bachelor in Computer Science, Sharq University, Kabul 2019 - 2023.
- F. Sc at Ghulam M. Ghubar High School, Khoshal Khan, Kabul 2018
- Secondary School Certificate (SSC) Malakand Board 2016
- Internship Certificate on IT Department from Islamic Bank of Afghanistan 10-Oct 2022 till 12-April 2023
- One Year Diploma in Information Technology, Kabul Center Institute, Kabul 2023
- English Language Proficiency Diploma, Kabul Center Institute, Kabul 2023

Work Experience:

- **IT officer at Sharq Institute of Higher Education (March 2022 - July 2022)**

  Managed All the Internet Telecommunication Issues and Provided IT Help Desk Support to All Stuff. Installed, Configured, Tested, Maintained, Monitored, And Troubleshooted End-User Workstation Hardware, Networked Peripheral Devices, And Networking Hardware Products Including Scanners, Printers and Telephones.

- **Computer Instructor at Kabul Center Institute (From 5th Aug, 2022 to 2th Sep, 2023)**

  Planed Lecture, Prepared Extra Learning Materials and Supervised Around 15-20 Students Per classes. Instructed C++, JAVA, PYTHON, HTML, CSS, JavaScript, BOOTSTRAP, and REACT. Attended Daily, Weekly and Monthly Staff Meeting, Offered Advanced Computer Courses, And Held Free Seminars. Designed Curriculum with Computer Science Department Staff to Change the Curriculum for Better Results. Held Flexible Free Courses to Students to Develop Their Computer Knowledge.

- **IT and WU Assistant at Pashtany Bank (From Feb 2024 to Oct 2024)**

- Managed LAN/WAN networks and ensured proper functioning of IT equipment (computers, printers, scanners, switches, etc.).

- Installed, updated, and maintained antivirus and essential software; ensured proper user access and account security.
- Trained staff on MS Office and internet usage.
- Monitored network speed, IP distribution, and internet efficiency; assisted in network design and expansion.
- Prepared monthly activity reports for IT & Operations.
- Handled daily Western Union transactions, system updates, recording, and reporting.
- Managed ICPSS/ACSS and CBS transactions, including processing in absence of managers.
- Monitored and controlled CCTV systems.
- Performed other duties as assigned by management.

- **Network Assistant at Pashtany Bank (From Oct 2024 – April 2025)**

  - Monitored network performance, traffic, bandwidth, and connectivity; diagnosed and resolved network issues.
  - Installed, configured, and maintained network hardware and software (routers, switches, firewalls, VLANs, VPNs, IDS/IPS).
  - Managed IP addressing, network security, access controls, and password policies.
  - Maintained network documentation, diagrams, backups, and assisted in disaster recovery planning.
  - Provided technical support and training to staff on network usage and security best practices.
  - Coordinated with IT teams and vendors; optimized network performance and ensured regulatory compliance.

- **Digital Archive Officer at Pashtany Bank (April 2025 – Still now)**

  - Manage and update physical and digital archive documents; oversee digitization of key materials.
  - Implemented a digital asset management (DAM) system; standardized document labeling and tracking.
  - Maintain database integrity, conduct audits, and ensure secure storage with IT collaboration.
  - Streamline document retrieval and internal delivery, improving accessibility and efficiency.
  - Provide performance reports and ensure compliance with bank policies and industry standards.
  - Perform additional duties as assigned, supporting operational and archival objectives.

Languages:

Language	Writing	Speaking	Reading
Pashto	Fluent	Fluent	Fluent
Dari	Excellent	Excellent	Excellent
English	Fluent	Fluent	Fluent
Urdu	Excellent	Excellent	Excellent

Computer Skills:

1. Office Package 2024 (MS Windows, Word, Excel, PowerPoint, Internet+Outlook and Access)
2. Web Design (Front-End) (HTML5, CSS3, JavaScript, Bootstrap and React js).
3. Web Design (Back-End) (Python with MongoDB).
4. Programming (C++, Java, Python)
5. Database (SQL Server, MySQL, MongoDB)
6. IT Help Desk (Installation and troubleshooting of all IT related equipment's (printer scanner copier computer switches etc.)
7. Networking (Network + and CCNA)

Personal Characteristics:

- Able to work and adapt in different situation.
- Having good organizational skills.
- Self- Motivated and dynamic.
- Honest and confidant.
- Patient and tolerant.
- Able to accept criticism and respond accordingly.

Reference:

Will be provided upon request