**CURRICULUM VITAE**

**Mohammad Qasim**

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| * **PERSONAL INFORMATION**
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|  | **Father Name** | **:** | **Mohammad Ayaz** |
|  | **Address** | **:** | **Behsud District, Jalalabad City, Afghanistan** |
|  | **Nationality:** | **:** | **Afghan** |
|  | **Birth date:** | **:** | **04 – April – 1990**  |
|  | **Gender:** | **:** | **Male** |
|  | **Marital Status:** | **:** | **Married**  |
| arrow_subtitle **OBJECTIVE** |

To Join a Dynamic institution where I can enhance my knowledge and skills by studying in challenging Environment, The Organization where I can prove my abilities, show energy and

Achieve my goal effectively and efficiently to become a professional expert.

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| arrow_subtitle **EDUCATION** |

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| 2016- 2018***Thesis*** | **MBA/MS (HRM)****CGPA (3.63/4)** | Abasyn University Peshawar, PakistanEffect of workforce diversity on employee’s job performance: An investigation into the Education Sector Jalalabad, Afghanistan. ***Published 2017***  |
| 2012-2016***Thesis***  | **BBA (Hons) (HRM)****CGPA (3.18/4)** | Abasyn University Peshawar, PakistanEffect of teamwork on employee’s job performance: An empirical assessment into to the bank sector Kabul, Afghanistan. ***Published 2017***  |
| 2006-2009 | **Primary School**  | Abdul Wakil, Jalalabad Afghanistan |
| 2011 | **High school**  | Abdul Wakil, Jalalabad Afghanistan |

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| arrow_subtitle **WORK EXPERIENCE** |

**SALAM University Kabul, Afghanistan**

**Head of Department 2019 – Present**

* Responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction.
* Active member of the Faculty Executive Board and contribute to the overall leadership and management of the Faculty.
* Fulfillment of the University´s responsibilities concerning students in respect of their admission, instruction, progress and examination

**ALFALAH University Jalalabad, Afghanistan**

**Lecturer 2017 – 2018**

* Develop and execute effective lesson plans.
* Mark and provide appropriate feedback on oral and written work.
* Record and maintain accurate student attendance records and grades.
* Participate in professional development workshops and training programs.
* Evaluate students’ performance regularly through quizzes and tests.

**Al Taqwa institute of Higher Education Jalalabad, Afghanistan**

**Head of the Department 2016 - 2017**

* Responsible and accountable for setting and advancing the academic strategy of the Department.
* Active member of Faculty and contribute to the overall leadership and management.
* Ensure the best possible student experience.
* Refresh and develop new programs in order to attract new students and markets.
* Ensure that University HR policies and procedures are implemented.

**Al Taqwa institute of Higher Education Jalalabad Afghanistan**

**Lecturer Jan-2016 - 2017**

* Develop and execute effective lesson plans.
* Mark and provide appropriate feedback on oral and written work.
* Record and maintain accurate student attendance records and grades.
* Participate in professional development workshops and training programs.
* Evaluate students’ performance regularly through quizzes and tests.

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| **Human Resource Development Society (HRDS)** | **Peshawar Pakistan** |
| **HR Officer** | **Sept-2012 till Aug-2014** |

* Preparation of Job Description, Guidelines and polices.
* Preparation of Summarized Report of Attendance at the end of month.
* Arranging/Organizing of Trainings, Seminars and meetings etc.
* Maintenance of Personnel Files.
* Vacancy announcement and development of job advertisement.
* Recruitment and selection process.
* Reference Check of new selected employees.

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| **arrow_subtitle PERSONAL SKILLS** |

* Excellent verbal/written communication skills.
* Demonstrates attention to detail, good organizational and planning skills.
* Can arrange meetings with great efficiency.
* Excellent team-building skills.
* Can work in multicultural environment.
* Disciplined, honest and hard-worker.
* Value equality with respect to gender, race, ethnicity, nationality and culture.

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| **arrow_subtitle LANGUAGES** |

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| **Language** | **Spoken** | **Read** | **Written** | **Overall** **Level** |
| English | Excellent | Excellent | Excellent | Expert |
| Pashto | Excellent | Excellent | Excellent | Expert |
| Persian / Dari | Excellent | Excellent | Excellent | Expert |
| Urdu | Excellent | Excellent | Excellent | Expert |

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| **arrow_subtitle RESEARCH Publication**  |

1. **Citation:** Qasim M (2017) Effect of Workforce Diversity on Employee’s Job Performance: The Empirical Assessment of Education Sector, Jalalabad, Afghanistan. Int J Econ Manag Sci 6: 452. doi: 10.4172/2162-6359.1000452
2. Mohammad Qasim, *EFFECT OF TEAM WORK ON EMPLOYEES JOB PERFROMANCE; (Empirical Assessment of Bank sector, Afghanistan),* INTERNATIONAL JOURNAL FOR INNOVATIVE RESEARCH IN MULTIDISCIPLINARY FIELD ISSN – 2455-0620 Volume - 3, Issue - 1, Jan – 2017.
3. Leadership Behaviors and Work Effectiveness: *Investigating Private Health Sector Jalalabad, Afghanistan*. Kohat University Journal.
4. Human Capital Management and Organizational Performance: An investigation into the Ministry of higher education, Afghanistan. ( Accepted for Publication).
5. Entrepreneurship and Sustainable Development: A Study of SMEs in Afghanistan. (*In Progress)*

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| **arrow_subtitle CONFERENCE/WORKSHOPS** |
| **Date** | **Details of the Event** | **Agency/ Company** |
| 17-20th Jan, 2011 | Workshop on Integrated Approach on Business Research | CUSIT Peshawar |
| 23rd Dec, 2011  | Abasyn National Software Competition | Abasyn University |
| 22nd Dec, 2011 | Competed in Short Film Competition as AIDS Awareness Seminar | Peshawar M. C |
| 15th Oct, 2011 | Participated in the Event of Global Hand Washing day | BEST |
| 12th Aug, 11 | Competed in Video Documentary Competition on Int’l Youth Day  | BARGAD Org for YD |
| 16-17th July,  | Training on Effective Communication & Report Writing Skills | BEST |
| 12-13th Mar,  | Two days Training on Monitoring & Reporting | BEST |
| 06-09th  May, 2014 | Youth Capacity Building Workshop | PEAD Foundation |
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| **arrow_subtitle REFERENCES** |

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