



Ajmal ANDIWAL

Bachelor of language and literature faculty English department

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PERSONAL DETAILS

Permanent Address	Ahmad-Shah-Baba-Mena, 12 th district, Kabul Afghanistan
Date of Birth	21/03/1987
Nationality	Afghan
Marital Status	Single
Sex	Male
Employment status	Full Time

EDUCATIONAL DETAILS

Qualification	Institute	Board/University	Year of passing	Grade
Bachelor of language and literature	Nangarhar university	<i>With the Affiliation of San Diego State University.</i>	25/4/2013	First class 75%
Secondary Higher Education	Abdulgafur Ahmadi High School	Ministry of Education of Afghanistan	2008	93%
Diploma in Associated chartered certified accountant (ACCA)	American university of Afghanistan (AUAF)	Ministry of higher Education of Afghanistan	2016	Distinction
Diploma in Computer Application	ELCLC [English language and computer learning center]	Government of ESO, Germany	2012	First Class

Qualifications:

- I am a well- presented and culturally aware person with proven adopted ability in working with both national and international organizations.
- I have outstanding ability to take out myself and my other colleagues from inter complex circumstances.
- I have proven reliability and trustworthiness in matters of, translation and communication.
- Ability to work as individual or teamwork environment.
- Able to be formative and flexible.
- Able to work in a challenging work environment.

Work experience

(1) English teacher and curriculum developer:

21th March 2015 - 31 August 2016 with National Agriculture Education College (NAEC)/ Dutch committee for Afghanistan

Main Responsibilities:

- Teaching English language (Grammar, Vocabulary and conversation) to the 13th and 14th class students.
- Text translation form English into Pashto and Dari and vice-versa for modernization of local curriculum.
- Developing curriculum of semesters to be upgrade its readers.
- Designing and developing lesson plan for effective teaching approaches.
- Providing new technics and approaches for better and affective lesson plan.
- Perform needed English translation whenever needed of supporting documents of the organization.
- Contributing to the monitoring and evaluation director (M&E) to provide annual report of the overall activities of the organization to the management team.
- Participating regularly in all monthly meeting with donors and management team.
- Review most of the agriculture readers for content, grammar and organization style, making correction and suggestions.
- Coordinate all English translation text, format said translations for departmental needs.

- Facilitate effective communication between two parties NAEC/ donor Dutch committee for Afghanistan that do not speak a similar language by converting spoken or written language to another.
- Convert written materials from one language into English, such as book, publication.

(2) News reporter and translator:

13/5/2011- 13/5/2012 worked as **News reporter and translator** National Radio and Television (NRT)/ World Bank.

Main Responsibilities:

- Political show presenter with high level-officials
- Translating from 6-8 report daily from English into Pashto and Dari.
- Convert written materials from one of local language into English, such as magazine, newspaper, and other publication.
- Updating daily English Facebook page with fresh news and reports.
- Participating regularly on daily meeting for task assignment
- News reporter
- News presenter
- Creating English subtitles for any film or drama which were produced on local language.
- Preparing script for most of the political and non-political programs.
- Coordinating to prepare annual report and submitting it into media or publication.

(3) English language instructor and trainer:

3/2010 - 4/2013 worked as **English language instructor and** trainer with Khan-Noor University and high school.

Main Responsibilities:

- Teaching English language (Grammar, Vocabulary and conversation) to the 13th and 14th classes.
- Training new employed teachers and other field teachers with fundamental aspects of teaching and especially English as a target language.
- Translating and bringing new changes to the readers twice a year.
- Developing curriculum of semesters to upgrade its readers.
- Designing and developing lesson plan for effective teaching approaches.
- Translating main objectives of the organization into English as written and submitted to publication and web.

- Providing new technics and approaches for better and affective lesson plan.
- Perform needed English translation whenever needed of supporting documents of the organization.
- Participating regularly on daily meeting for task assignment
- Contributing to director, Perform needed English translation whenever needed.

(4) English language teacher:

2007 – 2009 worked as **English language teacher** with Arman English language institution.

Main Responsibilities:

- Teaching intermediate (IRC) and advanced English program (TOEFL, ILETS).
- Special classes of writing and translation methods.
- Developing curriculum for writing and translation classes and their practical work.
- Preparing exam style question for especial writing and translation class.
- Translating and bringing new changes to special class curriculum.
- Preparing and updating new lesson plans according to the new standards.
- Coordinating the principal to all needed task of institution in the mater of translation and writing.

TECHNICAL SKILLS

Operating Systems	Windows Xp, Windows Vista, Windows 7	
Application Software	DICA-Diploma in Computer Application <ul style="list-style-type: none"> • Adopt Premier • CorelDraw • Ms Office • Ms word • Ms Excel • Ms PowerPoint 	
Typing Skills	English	Very good
	Persian, Pashto	Very good

KNOWLEDG OF LANGUAGES

Language	Speak	Read	Write
Pashto	Excellent	Excellent	Excellent
Dari	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Urdu	Very good	Good	Good