

## **Najibullah Alkozai**

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### **Objectives:**

To utilize my experience and knowledge in a way that is in the best interest of humankind.

### **Summary of Qualifications and Skills:**

**Multilingual Proficiency:** Fluent in English, Pashto, and Farsi/Dari

**Extensive Experience in Education:** Accomplished background in both basic and higher education sectors, showcasing a deep understanding of educational systems and practices.

**Specialized Interpretation Experience:** Extensive experience in providing interpretation services for a range of contexts including Independent Medical Assessments (IMEs), Psychiatric Evaluations, Depositions, Court Hearings, and diverse formal and informal assessments.

**Translation and Interpretation Expertise:** Proficient in translation and interpretation, with a strong command of language nuances and cultural sensitivities.

**Computer Literacy:** Well-versed in utilizing computer technologies and software relevant to the field, enhancing efficiency and productivity.

**Dynamic Work Ethic:** Known for being young, energetic, and dedicated, with a strong work ethic that drives success in challenging environments.

**Versatility and Collaboration:** Skilled in multitasking and adept at functioning as a valuable team player, contributing effectively to collective goals.

### **Employment Experience:**

#### **LTA (Language Translation Agency)**

Freelance online interpreter (Farsi, Dari, Pashto and English) Languages

**Mar 2023 – Till date**

#### **TTG (Transatlantic Translation Group)**

Freelance online interpreter (Farsi, Dari, Pashto and English) Languages

**2017 – Till date**

University Support and Workforce Development Program

Senior Program Manager – Education

Kabul, Afghanistan

Sep 2015 – Feb 2019

GIZ-SPA (Strengthening Public Administration Education in Afghanistan)

Deputy Program Director

Kabul, Afghanistan

June 2015 – Oct 2015

GIZ-SPA (Strengthening Public Administration Education in Afghanistan)

Kabul, Afghanistan

Public Administration Expert	Nov 2014 – Jun 2015
GIZ-PIU (Project Implementation Unit) Program Advisor – Literacy Education	Kabul, Afghanistan May 2013 – Nov 2014
JSSP-CMS (Case Management System) Legal Advisor	Kabul, Afghanistan Sep 2010 – May 2013
European Union Policy Mission in Afghanistan (EUPOL) National Language Officer (translator/interpreter)	Kabul, Afghanistan Feb 2010 – Sep 2010
Afghanistan Rule of Law Project (ARoLP) Academic Legal English Instructor for Afghan Universities	Kabul, Afghanistan 2005 – 2009
Coalition Forces Translator/interpreter	Khost, Afghanistan 2004 – 2005

#### **ACADEMIC QUALIFICATIONS:**

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- **Master** in Policy and Public Administration from Law and Political Science Faculty of Kabul University/University of Massachusetts U.S (U-MASS). Overall percentage A.
- **Bachelor** in law & political science faculty, Administration & Diplomacy department from Nangarhar University with Cadre degree. (93.23 overall percentage)
- Certificate of active membership in Toastmasters International Club, Jan, 2013.
- Completed of TOEFL section at Kardan University (2011-2012).
- High school diploma from Intentional Ariana Afghan-Turk High School, Kabul in highest degree (2004).
- Office package certificate in computer technology from Mumtaz Computer Academy (2002).
- Certificate of Hardware programs from Mumtaz Computer Academy (2001-2002).
- English Certificate from Light, English Language Center (1996-1998).

#### **Training courses:**

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- Certificate of training on AAP and Humanitarian Coordination System provided by CWW (Concern Worldwide). 17 – 18 May 2022.
- Certificate of Team Building workshop organized by GIZ, 8 – 13 Feb, 2013.
- Certificate of GIZ HEAT (Hostile Environment Awareness Training) course January 2014.
- Certificate of JSSP Training of Trainer (TOT) in-service program, May, 16, 2012.
- Certificate of TOT (Training of the trainer) by JSSP (Justice Sector Support Program) (2010)
- Certificate of CMS (Afghanistan Case Management System) training by JSSP (Justice Sector Support Program) (2010)

- Certificate of 20 days research method training by NDI (National Democratic Institute for International Affairs). (2008)
- Certificate of 15 days journalism training program by Nangarhar Radio and Television. (2008)
- Certificate of 2 months Academic legal English Language Program by USAID/ARoLP Afghanistan Rule of Law Project. (2007)

**References are available upon request.**