

Hassina Saifi

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Freelance Experience

English<>Dari/Pashto/Persian Translator

01/02/19 – Present

(Translation, Editing/proofreading, Voice over (Dari/Pashto), Transcription, Website translation, video translation, LQA, Subtitling Translation and Subtitling SRT)

CAT tool: Wordbee, MemoQ, Memsources, XTM, Marscat and Trados.

- Translated more than 100K words in English<>Dari/Pashto languages.
- Handled projects of 10k words and above from English<>Dari/Pashto for international clients.
- Performed various translation projects (English <> Dari/Pashto/Persian) in general and business and marketing fields including, migration, communication, education, reports, human services, and ... to various national and international localization companies.
- Provided editing and proofreading projects in Memsources and documents to various national and international clients.
- Performed many Voice-over projects such as: how to install teams in smartphones, how to install Zoom in smartphones, quarantine procedures for refugees in the hotels, Hotel, and accommodation services to refugees and so on... for international clients.
- Performed Transcription, voiceover, website translation, subtitle translation, video translation, MTPE and LQA to various international localization companies.
- Performed various translation duties from English to Dari and vice versa including training materials and legal documents during my official jobs with both the ACE and UNIDO offices since **February 2016**

Professional Experience

Management System International, AMANAT, USAID

20/12/20-31/12/21

AdministrativeAssistant

Duties and responsibilities:

- Meeting arrangements for COP and DCOP.
- Filing and any other task as assign by COP and DCOP.
- Official letters recording and numbering.
- Training coordination for CSO team.
- Provision of full support to the Asan Khedmat team.

Inventory Management

- Ensure an up-to-date inventory record for all equipment to ensure proper documentation of all assets/equipment being issued to or returned by project staff and ministry base offices.
- Ensure that all newly procured equipment/furniture are labeled/tagged with MSI tag numbers prior distributing to individuals/departments.
- Conduct annual physical verification and reconciliation of inventory with the project book of accounts.
- Track the consumable inventory monthly.
- Provide proper supply request and delivery to embedded staff.
- Track consumable inventory for office and ensure timely restocking of supplies.
- Raise PRs and follow up with procurement team for Asan Khedmat team required items/equipment.

- Top-up card distribution and reporting.

**United Nation Industrial Development Organization (UNIDO)
Program Assistant**

21/01/18 – 30/08/18

Duties and Responsibilities:

- Undertaken data research and prepared sector specific information to aid project concept and proposal development for CP.
- Reviewed reports, program and project documents and prepared notes for UCR review and use.
- Prepared short reports to the external stakeholders inside Afghanistan.
- Liaised with HQ, project staff and external stakeholders for effective follow up of CP and projects.
- Supported the UCR in preparation of communication and outreach materials for promoting UNIDO`s image and project activities through social media and email.
- Prepared translated material for outreach material such as brochures, press release and other print and electronic media.
- Assisted with the administrative, procurement and financial tasks on daily bases.
- Provision of logistic for HQ`s missions.
- Maintained updated contact lists, filing system, local inventory of assets and prepared relevant reports.
- Translated lots of materials including the UNIDO agreement with Afghanistan government from English to Dari.
- Served as a point of contact to external stakeholders.
- Coordinated and managed the ECP project event inside MAIL.
- Oversaw the UNIDO Afghanistan twitter page.

**Afghanistan Center for Excellence, Kabul Afghanistan
Employment Services Officer**

08/04/17- 20/01/18

Assisted the ACE management in overall internal recruitment process such as resume screening, longlisting and shortlisting, arranging interviews, interviewing, reference checking, and orienting, HR filing as well as implementation of HR scope projects.

Duties and Responsibilities:

AWDP Project/ USAID

- Conducted a needs assessment of the private sector in terms of their placement in the field of Project management.
- Develop an implementation plan for placement and promotion of ACE trainees.
- Developed, updated and maintained the trainees and job vacancy databases.
- Searched job engines for job opportunities and placed a good number of AWDP`S trainees in private entities.
- Conducted follow ups for verification of promoted and placed trainees and for documentation proposes.
- Conducted follow up visits and telephonic calls to make sure that the placed jobseekers and promoted employees retain in their jobs.
- Coordinated with Monitoring and Evaluation Officer to ensure that the project is on track and meets the agreed indicators on placement and promotion.
- Conducted follow ups with provincial coordinator to make sure that placement process goes well.
- Submitted weekly progress report to the M&E officer, communications officer and the project manager / provincial coordinator.
- Had a vital role in placement of AWDP`s trainees.
- Had a vital role in conducting Job fair, and submitting milestones (creating vacancies in PMIS and hard submission)
- Translation of training materials

**Afghanistan Center for Excellence, Kabul Afghanistan
Employment Services Assistant**

18/6/16 – 07/04/17

Assisted the ACE management in overall internal recruitment process such as resume screening, longlisting, and shortlisting, arranging interviews, interviewing, reference checking, and orienting, HR filing as well as implementation of HR scope projects.

Duties and Responsibilities:

AWDP Project /USAID

- Translation of training materials and any other documents as asked by the project manager
- Long listed/ shortlisted Cvs of mid-level jobseekers.
- Interviewed jobseekers for enrolling them in marketing and project management professional trainings under AWDP project and permanent placement in private entities.
- Conducted a need assessment of the private sector in terms of their placement opportunities.
- Administration support to employment services manager and other trainers in training delivery.
- Recorded meeting minutes, while the employment services manager visits and meet the private companies for possible placement efforts
- Daily search for related jobs on job search engines to make sure that all HRM jobseekers and ACE trainees are placed according to their qualification and report to the employment services manager on daily basis.
- Developed, updated and maintained the trainees and job vacancy databases
- HR filing and Maintaining records and information of ACE`s employees
- Arranging interviews
- Reviewed job applications

USWDP Project /USAID

- Had a vital role in placement of USWDP `s trainees (university fresh graduates) to decent internship/job opportunities.
- Searched job engines for internship/job opportunities and placed a good number of USWD trainees in private entities.
- Approached the companies from our network to letting them know about the USWDP internship program and could place a good number of students this way.
- Maintained trainee`s general placement database for tracking the placement flow.
- Conducted follow up with each intern to make sure that the placed interns retain in their jobs and are contented from the task`s employer given to them and for documentation propose on monthly basis.
- Coordinated with ACE`s provincial coordinators for new placement opportunities, placements updates and collecting placed trainee`s internship required documents.
- Shared the new and big internship opportunities with ACE`s coordinators / sometimes with CCCs and briefed them on how to select and introduce trainees for those opportunities.
- Coordinated with USWDP`s Career centers coordinators for the propose of receiving the new trainees` CVs/lists, monthly report and some new internship/regular job opportunities.
- Took part in selecting the new trainees for 2017`s soft skills training classes in KMU and KPU.
- Approached the ongoing soft skills training classes of Kabul universities (KU, KPU, SREU) and have met/briefed most of the students on new internship and job opportunities and could place a good number of them through direct approaches.
- Translation of training materials and any other documents as asked by the project manager
- Approached the CCCs for introducing new capable trainees from the ongoing classes for some new opportunities and for tracking the numbers of students have been trained on monthly basis.
- Provided placements/with their data reports to the employment services manager from all the provinces including Kabul on monthly basis.
- Prepared placement and trainings report on monthly, quarterly basis + final report and hard submission.
- Briefed/ coached USWDP trainees to make them prepared for internship/job opportunities.
- Full briefing of the USWDP trainees on the internship opportunities
- Had a vital role in conducting Job fairs for USWDP trainees.
- Any other task assigned by supervisor.

Duties and Responsibilities:

- Assisted ACE management/HR department in printing, scanning, HR filing, interviewing, long listing/shortlisting CVs, translating documents.

USWDP Project /USAID

- Formatted Cvs of USWDP trainees.
- Maintained internship database.
- Conducted follow up with each intern to make sure that the placed interns retain in their jobs and for documentation propose on monthly basis.
- Coordinated with provincial coordinators in regards to placement updates and monthly reports.
- Translated manuals Prepared monthly reports of all placements and trainings (Kabul + provinces)
- Daily search for internship opportunities on job search engines.
- Introduced interns for a maximum 3Months internship to private sector entities.
- Had a vital role in conducting Job Fairs for placement of USWDP's trainees.
- Any other task assigned by supervisor.

Call center project /Etisalat

- Interviewed more than 500 jobseekers for CA position.
- Took written test and marked the exam sheets.
- Documentation of selected applicants
- Any other task assigned by supervisor.

Education

- **Master's degree: Amity University, MBA(HR), India (July 2018 – May 2020)**
- **Bachelor's degree: Kabul University, Psychology faculty, Management Department (2015)**
- Kabul University, ACKU, Basic Research methodology (2015)
- Cambridge institute of English language, ESP (2013)
- Afghanistan University, Afghanistan Youth Capacity Building Organisation, Proposal Writing Program (2013)
- Zulaikha girls' high school, baccalaureate (2008)

Trainings /Workshops attended

- Amity University, Amity Business school, Interview techniques 2019
- Intellectual Applications & products, Proposal Writing training 2019
- Afghanistan Center for Excellence, UNWOMEN, personal development 2016
- Afghanistan Center for Excellence, UNWOMEN, English and employability 2016
- Afghanistan Center for Excellence, UNWOMEN, Report and Email writing 2015
- Afghanistan Center for Excellence, UNWOMEN, Business Management 2015
- Afghanistan Center for Excellence, UNWOMEN, pre-employability 2015
- ACKU, Data analysis workshop 2015
- NCPR, HRRAC, UNSCR, CEDAW, NYDP 2015
- ACKU, Critical reading 2015
- ACKU, how to write an academic essay 2015
- Social Entrepreneurship Program by AIESEC Afghanistan, Youth to Business (Y2B) 2013

Achievements

- Promote Master's Degree Scholarship recipient (2018)

- UNWOMEN 6 month paid internship program recipient (2015)

Language Abilities

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|---------|--------------------|
| Dari | Native |
| Pashto | Very Good |
| English | Fluent |
| Hindi | Excellent (Spoken) |