

# Curriculum Vitae

Mohammad Ashraf  
Sacramento CA  
Cell# 279-204-9954

[Mohammad.ashraf621@gmail.com](mailto:Mohammad.ashraf621@gmail.com)

## OBJECTIVE

---

Seeking a challenging opportunity in a dynamic organization that I can use my Qualification, experiences and other skills as well as learning and Developing further.

## Bio-Data

---

Name: Mohammad Ashraf  
D.O.B: 01-01-1977  
P.O.B: Kabul Afghanistan  
Nationality: Afghan

## Education

---

Graduated from Naderia high school Kabul Afghanistan.  
Studied English Language at Pamir English Language and computer institute.  
Studied Ms Office programs at Pamir English Language and computer institute.  
Studied Designing in Adobe photo shop at Adalat Institute Kabul Afghanistan.

## Professional Experience Details

---

### Mission Essential

Farsi and Pashto linguist  
Duration: 3 months

### WORKED AS A TECHNICIAN AT APPLE

Duration: 1 year  
Main task and responsibilities  
Programing Ipones

## WORKED AS A DISTRIBUTER

Distribution                      Tecumseh Poultry  
Location                         13151 Dovers St, Waverly, NE 68462  
Duration                         from Sep 2016 to May 15 2017-11-06

### Main task and responsibilities

Scanning and preparing the orders for all venders of the company

## WORKED AS A COMPUTER OPERATOR

Computer operator:            (No lemon) office  
Location:                        Qabul bay Street Kabul AFG  
Duration:                        1 year  
Program:                         Quick Book

### Main Tasks and Responsibilities

- Preparing the packing list for all provinces in Quick book Prog.
- 

## Worked as a Procurement/ logistics assistant/ Interpreter Camp Eggers Kabul AFG June 2007 to Sep 2011

### **Main Tasks and Responsibilities**

- Interpreting between US army and Afghan Contractors.
- Requesting quotations proposals from contractors/vendors.
- Interpreting between US army and locals while convoy.
- Preparing the PR&C (purchase request and commitment) for the selected quotes.
- Receiving the goods from the contractors/ inventory.
- Some time driving with convoy.
- Ordering goods as necessary for the office and for the customers.
- Preparing the invoices of the contractors/vendors for payment to finance.

## COMPUTER SKILLS

---

- Microsoft windows,XP,2003,2006&windows 7
- Microsoft word2007
- Microsoft Excel2007
- Microsoft power point 2007
- Microsoft Publisher
- Program installations
- Windows installations
- Quick Book program
- Use of the photocopy machine
- Internet

## LANGUGES

---

	English	Dari	Pashto
Reading	Excellent	Excellent	Excellent
Writing	Excellent	Excellent	Excellent
Speaking	fluent	Fluent	fluent

## OTHER SKILLS

---

Driving

---