



# Tahmina Rasoli

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Date of birth: 17/09/1990 | **Nationality:** Afghan | **Gender:** Female | Eligible to work in Belgium

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## ● WORK EXPERIENCE

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20/09/2020 – 01/07/2021 – Bruxelles, Belgium

### **WEB DEVELOPMENT TRAINING – HACK YOUR FUTURE BELGIUM**

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Git, Github, VSC, Browser DevTools, UI/UX Design, Figma, Pair Programming, Javascript, Node.js, OOP, RESTful APIs, Postman, Heroku, SQLite, Agile Development.

01/05/2017 – 30/09/2019 – Kabul, Afghanistan

### **IT ASSISTANT – UNESCO**

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- Creating a logbook and updating incidents as they occur.
- Establishing HELPDESK ticketing system, Indicate processes improvement of ICT services.
- To ensure compliance with DIT/HQ information management and technology standards, guidelines, and procedures.
- All IT-related tasks to be carried out under the IT officer and HQ guidelines.
- Updating and managing the intranet portal on a regular basis.
- To ensure timely and accurate uploading of information.
- Visiting UNESCO sub-offices and providing IT and helpdesk services.
- Supervising and assist in the archiving system and digital library.
- Updating ICT inventory.
- Creating Asset Issue/Return forms for IT equipment.

Kabul, Afghanistan

### **LOCAL EXPERT FOR CYBER AND INFORMATION SECURITY – MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY OF AFGHANISTAN (EGRC II PROJECT)**

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- Creating guidelines and policies for public and private sectors concerning Afghanistan's society.
- Researching similar guidelines for regional countries like Iran, Pakistan, India.
- Creating a draft of policies and guidelines according to studies of other countries' documents.
- Present and share the draft of the guidelines with the team members and apply their comments.
- Finalizing the final draft and hand it for Cyber Security directorate review.
- All related tasks to be carried out under the EGRC II project management and Cyber Security directorate.

25/05/2014 – 07/01/2016 – Kabul, Afghanistan

### **WEB CONTENT OFFICER – NAI - SUPPORTING OPEN MEDIA IN AFGHANISTAN**

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- Making sure to keep the organization's social media, websites, and other online platforms up to date.
- Providing technical support to Nai's main office and sub-branches.
- Providing guidance and support to NMI (Nai Media Institute) instructors as well as to students.
- Providing necessary training to organization staff, including Nai Radio personals, NMI teachers, and students.
- Attending frequent meetings and training organized at Internews Afghanistan's main office.
- All related tasks to be carried out under the Nai top-level management and Internews Afghanistan.

● **EDUCATION AND TRAINING**

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01/03/2009 – 30/12/2012 – Kabul, Afghanistan  
**BACHELOR OF COMPUTER SCIENCE** – Kabul University

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<https://ku.edu.af/>

● **LANGUAGE SKILLS**

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Mother tongue(s): **PERSIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	B2	A2	A2	B2
<b>DUTCH</b>	A1	A1	A1	A1	A1
<b>URDU</b>	A1			A1	

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

● **DIGITAL SKILLS**

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**Social Media**

Instagram | Twitter | LinkedIn

**Internet user**

Zoom | oogle Suite (Gmail, Google, Google Drive, Google Slide, Google Docs, Google Forms, Google Meet) | Skype | Remote working | Slack (Virtual Chat Rooms Events)

**Working environment**

Organizational and planning skills | Good listener and communicator | Analytical skills | Team-work oriented | Motivated | Presenting

**Technical skills**

Github | Brainstorming and visual collaboration tools (Miro, Mural) | Agile methodology: Scrum | Basic Web Development (incl Javascript) | UI Design (Figma) | Macromedia Fireworks 8

**MS Office**

Microsoft: Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft MovieMaker | Microsoft teams