



Dr. Abdul Raafe

EDUCATION

Master Medical Doctor (MD) Feb 2016 – Nov 2021
Mazar-e-Sharif Rahnoward Medical University Balkh Province.

EMPLOYMENT(EXPIRINCE)

Community Facilitator Jun 2022 – Dec 2022

Wepdo ENGO _ Agha Khan organization

Responsibility:

Bringing together people who gave their voluntary services to help these communities.
Along these lines, recreational activities, clean up campaigns, health clinics, and fairs, educational and cultural celebration with the community were organized.
Train a 10 to 14 weeks' program that empowers community residents strive to improve quality of life in neighborhood.
Responsible for assisting training client to learn life skills, including cooking, cleaning, money management, exercise, shopping, hygiene

1- PROVINCINAL COORDINATOR FEB 2021 – MAY 2022

National Drug Demand Reduction program of Health Ministry of Afghanistan

MAJOR RESPONSIBILITY

1. Arranging the work plan of the relevant addiction treatment center
2. Coordinating with relevant bodies to reduce the demand for narcotics at the provincial and center levels to improve the supply of treatment services for drug addicts
3. Participate in PPHCC PDC and coordination meetings to reduce drug demand at the provincial level.
4. Coordination with CHC BHC DH and other health centers in the province.
5. Managing the financial and administrative affairs of the addiction treatment center.
6. Organizing technical meetings in order to provide quality services by clinical staff of the center
7. Litigation to expand the supply of services to reduce the demand for drugs at the provincial level
8. Facilitate training programs for hospital staff twice a week.
9. Ensuring general hygiene and cleanliness (IP standards) in all areas of the hospital for the treatment of drug addicts
10. Supervision of other drug addicts at the provincial level in coordination with the department of public health.
11. Supervise the activities of hospital staff on a daily basis.
12. Consolidation of monthly and quarterly reports and activities of all hospital treatment activities for drug addicts.
13. Participate in general meeting of the center and express opinions to improve the supply of treatment services for addicts.
14. Implementation of protocols. Norms. Standards and guidelines of the department for reducing drug demand.
15. Evaluate the staff of the center ever six months in a year.
16. Preparation of technical reports on the provision of treatment services for addicts in the hospital.
17. Perform other duties assigned by drug demand reduction department.
18. Perform other duties assigned by the drug demand reduction department.

Personal details

- Dr. Abdul Raafe
- abdul.raafe1996@gmail.com
- 0731726482 & 0706001899
- Baghlan province Pol-e-Khomri Ghorri Cement Factory
- February 29 jun, 1996
- Baghlan Province
- Male
- Afghan
- Married
- Yes

Skills

- Decision Making and problem solving
- Communication skills and relationships sills
- Managing emotion and stress
- Creative thinking and critical thinking

Languages

- English Excellent
- Pashto Excellent
- Dari Excellent
- Uzbek very good
- Urdu very good

DRC/Danish Demining Group (DDG) Organization Balkh Province

MAJOR RESPONSIBILITY

- 1- Provide computer and English Training for office workers.
- 2- Repair and adjust the office computer system
- 3- Preparing and education plan for office worker and preparing a monthly report and submitting it to the head of office.

Hobbies

Cricket

- Study
- Chess
- Researches

Qualities

- Strategic and financial planning expert in medical circumstances
- Accurate Understanding of afghan languages
- Process implementation administration/ field activities
- Staff leaderships and development in multicultural team
- Business performance improvement
- Proficient in MS windows, MS Office, Auto CAD

Key Points and Career Highlights

- ❖ Able to work in office and field with good communication skills, and capable of working both ad individuals adapt and, as part of a multicultural team and able to maintain good interpersonal relationships
- ❖ Fully familiar with afghan (all tribes) culture and languages
- ❖ Excellent ability in administrating time and efforts due to self-conducted activities, Honest, self-motivated responsible, flexible innovator and able to work independently

3 – ADMIN/HR OFFICER

FEB 2014 – DEC 2015

DRC/Danish Demining Group (DDG) Organization Balkh province

MAJOR RESPONSIBILITY

1. Collect reports from the entire department every morning at the office meeting
2. Arranging weekly, monthly, quarterly and annual work plans for the following goals of the department
3. Creating a filing system in the relevant management and also arranging the file of employees including the composition
4. Participate in daily meetings of the board of directors and transfer instructions and decisions to affected employees

4- TRAINER

ICRC Organization Balkh Province

MAJOR RESPONSIBILITY

- 1- Solve the problems of school teacher and arrange a monthly plan.
- 2- Supervision of literacy courses for the disabled.
- 3- Workshop Presentation for teachers.

5-MEDICAL DOCTOR

MAR 2019 – SEP 2020

RAHNAWARD INTERNATIONAL _HOSPITAL, Mazar-e-Sharif Balkh province.

Worked in Refah dental clinic as :

- Receptionist for one year 2016 – 2017
- Dental assistant for one year 2017 – 2018
- Operator Dentist for Two year 2018 - 2020

COURSES

❖ General Management and administration

I Have successfully completed two-month short term training course in the administration department at the mirza Algha Beg private training institute in jawzjan province.

❖ Computer software

Computer course training by Global partner organization in jawzjan province at duration of one year that able to effectively implement all office tasks, create documents perform installation and do accounting.

❖ English learning

Learning successful completion of beginner, intermediate, & advance course of English language form 1/May/2006 until 3/February/2008 form IRC English language learning center.

Summary

- Skilled Medical management adept at increasing work process efficiency and profitability through functional and technical analysis successful at advising large team, small team, and individual clients, areas of expertise include administration HR management and even Risk management

ACHIEVEMENTS

- Letter of praise from the esteemed official of BAGHLAN provincial for my efforts to serve the honorable people of BAGHLAN province.
- the mayor of Aqcha district in developing the talent and knowledge of the youth of the five districts.
- Letter of appreciation from the Ministry of public Health for providing better services at the community level.

REFERENCES



Mr. Naqib Allah

finance coordinator of PAFCO organization, jawzjan province

Mobile: 0782100488

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Dr. Abdulghafar Khoshiwal

National Drug Demand Reduction Program Coordinator, jawzjan Province

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Dr. Nasir Khair khawa

National Drug Demand Reduction Program supervisor, Kabul Province

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