

Belal Khoroshan

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Career objectives:

A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities and an excellent team player with a proven ability to work proactively in a complex and busy office environment. My long-term career goal is to promote my potential, improve my capability and enrich my expertise.

Education:

Major studied	Institute	Educational Years	
		From	To
BS (IT)	University of Agriculture – Peshawar Pakistan	2015	2017
High School Certificate (Baccalaureate)	Abdul Qader Badel High School- Kabul Afghanistan	2009	2012

Additional training courses:

- CIT program in BEHZAD IT institute (2012)
- COPC (Computer Operator Preparation Course) program in INFOTECH KAMGAR institute (2013)
- A+ Internet program in URESH IT institute (2014)
- IELTS learning Program in AMA E SHAMAL institute of higher education (2015)
- DEL learning system in CAPITAL DEGREE COLLEGE Peshawar (2017)
- MCSE Server Infrastructure 2012 (Microsoft Certified Solution Expert) Program in CORVIT institute (2017)

Skills:

Computer and Networking

- DOS, Windows 98, 2000, XP, Windows 7,8,10 NT
- Internet
- Power page
- Front page
- In page
- MS. Office package.
- Reporting and analysis
- Systems Installation, Configuration & Upgrading
- Installing and configuring windows server 2012
- Administering windows server 2012
- Configuring advanced windows server 2012 services
- Connect computer peripherals for users

Other:

- Communication
- Multitasking

- Analyzing Information

- Promoting Process Improvement

- Manufacturing Methods and procedures

- Initiative and problem solving abilities

- Supports Innovation

- Prioritizing work in fast paced environment

- Highly motivated and able to lead within a team environment

- Hardworking and learn new skills quickly

- Collaborative Team Player

- Physically Fit

- Manufacturing

- Conflict Resolution

- Packing Expertise

- Adaptability

Work Experiences:

❖ From February 2014 to Jan 2015

➤ **Position:** Document Controller

➤ **Organization:** First Access

Kabul, Afghanistan

➤ **Responsibilities:**

- Managed Document Services, Network Services, and Print Services for an American logistics company.
- Collect, scan and upload documents following set procedures.

- Notify Personnel of update document version and how to access them.
- Used MS Office suite and email to manage documents and communicate with staff.
- Cooperated with a team of 4 to provide excellent service to the rest of staff.

Work Experiences:

❖ From March 2018 to May 2018

➤ **Position:** Packer

➤ **Organization:** Blue Point Bakery
Denver, Colorado

➤ **Responsibilities:**

- Responsible for packaging integrity and quality checks on each packaging order.
- Prepared product for shipment by items according to order sheet.
- Safely operate wide range of machinery and packing equipment.
- Operate Machine.
- Move and store completed products in designated areas.
- Verify if items pulled out of package are correct.
- Labeled items for storage or shipment.
- Loaded pallets according to sheet outlines.
- Made sure machinery was in top condition and working efficiently.

Current Work:

❖ From May 2018

➤ **Position:** Visual Product Inspector

➤ **Organization:** CoorsTek
Golden, Colorado

➤ **Responsibilities:**

- Visually inspects product per departmental procedures using simple inspection tools such as dye check, go/no go gauges and microscopes demonstrates competency in use of attribute and variable acceptance sampling methods.
- Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work. Uses judgment and discretion to determine workability of part.
- Responsible for procuring samples of products on production line. Takes samples and sends to lab for analysis. Interprets results and may recommend actions if sample shows flaws.
- Compare color, shape, texture, or grade of product or material with color chart, template, or sample to ensure consistency.
- Ensure quality of manufactured goods.
- Perform complex tests using instruments and equipment.
- Test, measure, and analyze products.
- Take samples for testing.
- Perform inspections.

Languages:

Language	Read	Write	Speak
English	Excellent	Excellent	Good
Persian	Excellent	Excellent	Excellent
Pashto	Excellent	Good	Good

References:

Omar Bany Saad
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