

# AHMAD MASI

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## QUALIFICATIONS

- 6+ years of experience in human resource supervising and coordinating
- 7+ years of experience in finance/accountant and Office Administration
- 6+ years of experience in hotel/food service supervising and management
- Multilingual in English, Dari, Pashtu, Persian, Hindi, Urdu and Arabic
- 2 years of QuickBooks and 2 years of Primavera financial software
- Fluent user in MS Office Suites: MS Word, Excel, Outlook and PowerPoint
- Effective team player, excellent customer service and organizational skills
- Takes initiative to learn process and procedures
- Excellent scheduling and coordinating experience

## WORK EXPERIENCE

**Senior Facility Officer** **(USAID) Assistance to Legislative Bodies of Afghanistan** **5/2013-08/2014**

- Assembled and printed materials such as brochures, handbooks, yearly pocket calendars, budget, legislative, outreach and monitoring and evaluation reports on yearly basis.
- Processed the requisition for office supplies, stationery, food, project events and office facility related needs.
- Handled facility related issues such as generator repairs, A/C units, generator fuel, office maintenance, plumbing, gardening, stationery, mineral water distribution and office supplies.
- Was fully in charge of organizing conferences, meetings, public hearings, trainings and other project events.
- Trained and Supervised the activities of office cleaners, cook, mechanics and drivers on daily basis
- Inspected kitchen, bathrooms and offices regularly to ensure proper maintenance and cleanliness.
- Dispatched, supervised, scheduled and coordinating 5 armored and 3 soft skin vehicles with employees and drivers to provide them vehicles to do their official tasks in state and out of state.

**Administrative Officer** **(USAID) K.G Construction & Logistics Company** **01/2011-04/2013**

- Assisted guests, visitors and callers by referring to appropriate sources of information according to company policies.
- Answered and delivered inquiries from callers and visitors to their specific departments for further procedures.
- Acted as the prime liaison between the company and the government authorities and regional offices on all administrative and personnel matters.
- Took minutes at weekly meeting, press conferences, public hearings and outreach ceremonies and prepared summary for distribution and to add in our monthly brochure.
- Composed independently official letters for work permits, foreign visas, armored vehicle registration s and parliament IDs/vehicle passes.
- Maintained office filing system up to date by nature of subject, alphabetical and numerical order and archiving closed files at the end of each year.
- Was fully in charge for appointments and arranging meetings for company officials and outside individuals.
- Maintained all office administrative files and correspondence record keeping system such as incoming and outgoing official letters faxes and mails through a systematic process.
- Was responsible for travel arrangements such as ticket bookings, confirmations and cancellation and Assisted subordinates in arranging accommodation for local staff visiting the project site.
- Arranged renewal of contracts and related papers with the employees and the contract for the new suppliers.
- Supervised day to day attendance and record, absence and presence at work.

**Senior Accountant** **(USAID) Louis Berger Group/Black & Veatch** **11/2009-12/2010**

- Checked and reviewed the project financial documents such as invoices, purchase orders, requisitions, vouchers and saws that all financial transactions are sufficiently supported.
- Supervised and maintained databases necessary to track accounting functions, collected and summarized data from several similar sources showing daily and monthly activities.
- Ensured accurate records are continuously available on all obligated amounts by liaising with both the LBG and B&V contracting and program section.
- Processed all payrolls for over than 180 staff for LBG and B&V Task Orders and ensuring those certifications, including attendance records and other supporting documents.
- Examined and reviewed the Subcontractors / Purchase Orders Documents for Coding and Arithmetic Correctness.
- Ensured monthly reconciliation of the Special Account bank balances and statements.
- Trained and instructed subordinate staff in methods of correcting accounting system errors and prepared financial reports for management as needed.
- Made sure to corrects variances and imbalance errors by initiating journal entries on regular basis.
- Reviewed all Vouchers to ensure expenses are allowable and coded correctly.
- Maintained detailed budget reports and variance analysis for scheduled reports.

**Human Resource Officer (USAID) Noor Agro Group Logistics/Children in Crisis 3/2002-12/2008**

- Filled more than 350 positions in 6+ years for NAG and CiC as direct recruiter. Positions included direct, contract, internship and temporary workers in IT, finance, administration, logistics, budget and human resource.
- Developed and maintained a comprehensive Human Resources Management System for all employees, including development of job descriptions, employment contracts, recruitment procedures, wage increases, attendance, leaves, health statuses, awards, promotions and evaluation reports.
- Arranged for the advertising of new staff positions, processing of applications, interviewing of applicants, and where relevant participate in the recruitment of staff.
- Maintained management guidelines by recommending, updating and preparing Human Resources Policies and Procedures.
- Maintained human resource records by designing a filling and retrieval system in a professional manner to keep past and present records for all staff.
- Liaised with local universities and colleges to offer their best students paid internship and permanent employment as management trainees.

**Lead Supervisor Café to Go Restaurant Kabul city center 01/2007-12/2013**

- Supervised crew members for loading and unloading and storing groceries on daily basis.
- Exercised great internal and external customer service with professionalism and dedication.
- Controlled costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.
- Achieved restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Planned menus by consulting with chefs; estimate food costs and profits; adjust menus.
- Filled in where needed to ensure guest service standards and efficient operations.
- Maintained safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; complying with legal regulations; securing revenues; developing and implementing disaster plans; maintaining security and sprinkler systems; maintaining parking lot and walkways.
- Maintained ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement; monitoring food presentation and service.

**Freelance Translator DWFTZ German Company 01/2002-02/2002**

- Translated Persian and Pashto documents to English and vice versa.
- Wrote and edited articles and topics in English.
- Used to go with the director to meetings in order to interpret their statements from Dari to English and vice versa.
- Took part in simultaneous interpretation in workshops and general meetings.

**EDUCATION AND TRAINING**

• Don Bosco Global University, Masters in Operations Management (Online)	2013-in progress
• National University of Modern Language, Bachelor in Business Administration	2007-2010
• Mohammad Alam Faizad High, Baccalaureate Degree	1991-2003
• Human Resource Training, Monitoring & Evaluating Training, Auditing & Controlling Training, Report Writing Training, Management Training, Finance Training and Childs Rights Training.	