



## CURRICULUM VITAE

# Mohammad Ebrahim Sultani

### PROFILE

Name: Mohammad Ebrahim Sultani

F\Name: Haji Sayed Ahmad

Marital Status: Married

Birthday: 21 March 1990

ID No: 1399-0901-92638

### CONTACT



[Ebrahimsultani11@gmail.com](mailto:Ebrahimsultani11@gmail.com)



+93798449700/+93708105910

### Languages

Dari	Excellent
Pashto	Excellent
English	Excellent
Urdu	Excellent

### Rewards



Typing



Reading



Writing



Driving

### EDUCATION

Graduated from Abu Nasr Farahai High School  
Graduation: 2009

University of Herat, Education Faculty  
Bachelor in English Language and Literature  
2011 - 2014

Kurukshetra University, Kurukshetra, India  
M.A, English Language and Literature  
2018 - 2020

#### Other Studies

ELCLC (English Language and Computer  
Learning centers Herat)  
Studied Advanced English Language  
2011 - 2013

Communication and IT Department of Farah Province  
Acquired Office Package (Word, Excel, PowerPoint, Access)  
2009- 2010

Institute for Leadership Development and CO-Server International  
Participated sixteen hours leadership, culture and values studies.  
November 8<sup>th</sup>, 2010

Studied Business Administration including ( Cost Calculation, Office  
Management, Procurement, Stock Keeping and Accounting) in  
Afghanistan Chamber of Commerce and industries in Herat  
Province the course was organized by GIZ  
1<sup>st</sup> Sep 2013 – 30<sup>th</sup> November 2013

International Information Academy in Herat Province  
Studied (ICT, Windows, Office all modules, Network, Internet,  
Security and Recovery  
July -8<sup>th</sup>, 2012

## Kawsar Noor High School

English Lecturer

March 2015 – May 2017

### Duties and responsibilities

- Management of Attendance Sheets
- Management of the class and students
- Teaching daily
- Assisting the university Staff with Quality Assurance affairs
- Providing and presenting teaching Reports
- Assessing other teachers' lesson plans

## Fatimia High School in Herat

English Lecturer

March 2011 – May 2012

### Duties and responsibilities

- Management of Attendance Sheets
- Management of the class and students
- Teaching daily
- Assisting the university Staff with Quality Assurance affairs
- Providing and presenting teaching Reports
- Assessing other teachers' lesson plans

### Awards and honors

- Published one paper in in the literary Herald in Delhi
- Awarded prize as Excellent Student of English Department in Education Faculty of Farah Province
- Awarded Certificate and prize as Excellent Lecture of the Year 2016 to 2017 at Farah University.

### References:

## EXPERIENCE

### University of Farah

Acting as Head OF English Department

From 2016 up to 2018 (Two Years) and From 2020 up to now

### Duties and Responsibilities

- Corresponding the English Department official letters
- Providing the fundamental needs for the Department
- Developing the Department academic plans
- Associating teacher's promotion documents
- Assessing teaching quality assurance
- Conducting quality assurance and other meetings
- Coordinating department affairs
- Participating in University administrative meetings

### Farah University

English Language and Literature Lecturer

2015 up to now

### Duties and Responsibilities

- Teaching actively
- Controlling and managing the classes/students
- Coordination in university Affairs
- Member of quality assurance committee
- Going ahead in accordance with University's policy

### Orooge English and Computer Learning Academy

English Lecturer

2017 - 2018

### TOEFL English Learning Center in Herat

English Lecturer

March 2013 – May 2014

I, Mohammad Ebrahim Sultani, hereby approve that the above-mentioned information is correct with my sincere honesty from my own knowledge and experience, if any document or reference is needed, I will provide.

