

AHMAD ZIA ALLOKOZAY

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LinkedIn: Ahmad Zia Allokozay | Languages: English (Fluent), Pashto/Dari (Native), Urdu (Fluent)

PROFESSIONAL SUMMARY

Administrative and HR professional with 8+ years of experience in office coordination, document management, and multilingual stakeholder engagement. Proven ability to streamline operations (Moraa University, Bank Millie Afghan) and support HR functions (IARCSC). Adept at scheduling, record-keeping, and cross-departmental communication.

CORE SKILLS

- Office Administration • HR Support (Onboarding/Payroll) • Document Management
- Microsoft Office Suite • Google Workspace • Data Entry
- Multilingual Coordination (English, Pashto, Dari, Urdu)

SELECTED EXPERIENCE

Vice Chancellor | Moraa University, Kabul (Mar 2024–Present)

- Managed university-wide scheduling for 200+ staff using Google Calendar.
- Oversaw confidential record-keeping for faculty and student databases.
- Coordinated interdepartmental communications for accreditation compliance.

HR Development Advisor | IARCSC/HRMDD, Kabul (Mar 2013–Dec 2017)

- Processed payroll and maintained HR records for 500+ employees.
- Developed staff training programs adopted by 10+ ministries.

General Manager | Bank Millie Afghan, Kabul (Oct 2009–Mar 2013)

- Optimized staff scheduling to improve customer service efficiency by 30%.
- Managed branch treasury and ensured compliance with central banking regulations.

EDUCATION

Medical Doctor (MD) | Kabul Medical University (2001–2007)