

# Abdul Nafay Jahani

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## Education

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<b>Present</b>	<b>American University of Afghanistan</b> Bachelor Candidate in Law (B.A./ L.L.B.) <ul style="list-style-type: none"><li>• Dissertation: 78 credit hours in Law major</li><li>• Concentration: Constitutional Law</li><li>• Course highlights: International Law, Advanced Islamic Criminal Law, Legal Methods I, II, Islamic Law, Criminal Law, Mathematics, General Sciences, Social and Behavioral Science: Anthropology Courses in particular.</li><li>• TOEFL Score of 503</li></ul>	<b>Kabul, Afghanistan</b>
<b>2000-2008</b>	<b>Ahmad Shah Abdali High School</b> Primary and secondary School Certificate <ul style="list-style-type: none"><li>• Course highlights: Biology, Chemistry, Physics, Islamic Education, Afghanistan's History, English and Mathematics.</li></ul>	<b>Quetta, Pakistan</b>
<b>2006</b>	<b>Dafina Institute of Information Technology</b> Office Automation <ul style="list-style-type: none"><li>• Study: Microsoft Office course</li><li>• Course highlights: Microsoft Word, Excel, PowerPoint, Access, Adobe Photoshop, and Coral Draw.</li></ul>	<b>Quetta, Pakistan</b>
<b>2006-2008</b>	<b>Winsome English Language Center</b> American English Course Certificate <ul style="list-style-type: none"><li>• Study: 2 years of American English Language course</li><li>• Course highlights: English Grammar, Listening, writing, reading, speaking and debating skills.</li></ul>	<b>Quetta, Pakistan</b>

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## Experience

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<b>2013</b>	<b>President of the Law Students Association</b> Our association arranges various programs including guest speakers, moot courts, and other law related events. We also help the law department to recruit new students and better communicate with the student body at the American University of Afghanistan.	<b>Kabul, Afghanistan</b>
<b>February-June (2011)</b>	<b>Assistant of the Department Chair, Foundation Studies Program</b> <ul style="list-style-type: none"> <li>Assisted the Department Chair in preparing new material for the students in the Foundation Studies Program and managing the class.</li> </ul>	<b>Kabul, Afghanistan</b>
<b>2009-2010</b>	<b>Accounts Manager</b> <ul style="list-style-type: none"> <li>Prepared balance sheets and Income statements.</li> <li>Managed all debts, credit, and customer's accounts on computer.</li> <li>Communicated with different world companies for purchasing goods.</li> </ul>	<b>Kandahar, Afghanistan</b>

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### Special Awards and Certificates

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<b>2012, 2013</b>	<b>President's High Honors Awards</b> Three times winner of the President's High Honors Award, presented By the American University of Afghanistan for outstanding scholastic achievement.	<b>Kabul, Afghanistan</b>
<b>May, 2013</b>	<b>Certificate of Excellence</b> By the American University of Afghanistan for assisting the University's Writing Center as coordinator.	<b>Kabul, Afghanistan</b>
<b>2012</b>	<b>Certificate of Appreciation</b> By the American University of Afghanistan for my performance as a Research Assistant for the Youth Research Project.	<b>Kabul, Afghanistan</b>
<b>2004</b>	<b>Best Student of the Year Award</b> By Pristine Academy for outstanding scholastic performance.	<b>Quetta, Pakistan</b>

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### Technical Skills

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- Good communication Skills
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- Graphic Designing
  - Research and Survey Administration skills
  - Microsoft Office efficient user
  - Hardware and Software installation and computer partition
  - Networking skills
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## Languages

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- Pashto (Excellent)
  - Dari (intermediate)
  - English (Excellent)
  - Urdu (Excellent)
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## References

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- **Ms. Bonnie Armantrout**  
Department Chair, Foundation Studies Program, American University of Afghanistan
  - **Helen Kilner-MacPhee**  
*ESL Instructor*, Foundation Studies Program
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