

INSPIRE

THE MONTHLY HR NEWSLETTER

SECOND ISSUE JUNE 2019



پوهنتون كاردان
KARDAN UNIVERSITY

Welcome to Kardan University's Monthly Employee Newsletter. The goal of this newsletter is to provide our faculty and staff with exciting news about people, programs and events.

Our first issue is available on career website kardan.edu.af/careers

HIGHLIGHTS

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مُبَارَكٌ



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Congratulations

Promotions

We are pleased to announce the promotions of Mr. Ajmal Nabizada as Manager, Student Involvement and Events, Mr. Emal Khan Hekmaty as Manager, Communications & Writing Center and Ms. Muzhgan Sadat as Manager, Gender and Alumni.



Previously, these colleagues worked as Supervisors as part of the Success Center Team. We hope each of them will continue to deliver exceptional results towards inspiring academic and professional excellence among our students and alumni. Congratulations on this important milestone.

Birthdays

Kardan University would like to wish a very Happy Birthday to Mohammad Mansour Ibrahimi and Ghulam Mujib Sharifi, our Graphic Designers who celebrated their special day during the month of May. Best wishes!



Birth of Child

Mr. Samander Bawar, Faculty Development Coordinator, welcomes a baby son on May 6 in his home. He has been named Ta'beer Bawar (تعبير باور). Congratulations and best wishes from Kardan!

Upcoming Events

Event	Tentative Date
Networking Breakfast for New Employees	June 15
Campuses Tour for New Employees	June 15
Training on Budget Management for Managers	June 17
Training on Customer Service Excellence	June 27

Kardan University Representative Visits University of Opole, Poland

Dr. Amirzada Ahmadzai, Dean for the Faculty of Engineering & Technology is visiting University of Opole from May 30 to June 08, 2019 to teach classes under Erasmus+ program. This is a great initiative taken by Faculty Development Center and Office of International Affairs and Strategic Partnership to offer our faculty an international exposure and a platform for exchanging their experiences. Well done team for such a great representation!



Mr. Khalid Himmat, Administration & Security Supervisor Conducts Three-Day Training Program for Support Staff

Mr. Khalid Himmat, Administration and Security Supervisor for School of Graduate Studies arranged a three-day training program for support staff on 21st, 22nd and 23rd of May. The staff were trained on improving cleanliness services, workplace ethics and dining services.



Online Attendance & Leave Management System

As part of commitment to innovation and growth, Kardan University has digitized attendance and leave management system. The online attendance and leave management systems enables employees to see their leave balance and request their leaves online any time. Supervisors can also see and approve leaves of their employees. We hope you enjoy this new service!



Join Us on Workplace!

Workplace is an exciting platforms that keeps you updated on important news and developments. It enables seamless communication across the organization. It offers the options to video chat, post, comment, and create groups with your fellow team members to discuss issues related to work.

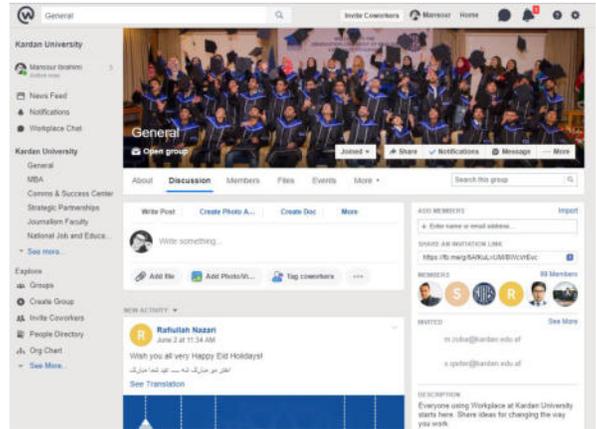
You can:

- Share important information via News Feed
- Post your news and achievements
- Get feedback, likes, comments and reactions on your posts
- Chat with colleagues via workplace chat box
- Create groups for facilitating workplace communication

Join us and create your workplace account today and stay tuned to Kardan University's important news, stories and developments.

<https://work.workplace.com/>

For any assistance, feel free to contact human resources department.



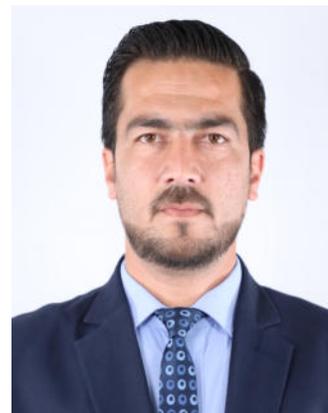
Welcoming New Kardanians to the Team!

Beatriz Belfrage

Ms. Beatriz Belfrage joins Kardan University as Manager, Strategy & Growth. She brings years of experience in design, research, communication, strategy and growth. Previously, she has worked as Analyst and Researcher with Public World, London; Communication Officer, Afghan Council, UK; International Consultant for Communications & Digital Strategy, Options Consultancy Ltd, London; International Consultant for Ceramics, Turquoise Mountain, Kabul and Grants Writer & Business Development Specialist, American University of Afghanistan. Beatriz is the founder of Beatriz Belfrage Ceramics, UK. Beatriz has studied Social Anthropology & Politics focused on Power in the Middle East and Afghanistan at School of Oriental & African Studies (SOAS), London. She has also studied French Literature and has a diploma in Ceramics & Design from Kensington & Chelsea Arts College, London. At Kardan University, her focus will be on strategic and critical expansion objectives. Working in Chief Strategy & Growth Office, she will ensure collaboration across multiple university functions in support of the chancellor to facilitate new initiatives, realize advancement opportunities, and articulate and design innovation and growth priorities. She can be contacted via b.belfrage@kardan.edu.af.

Mohamad Amin Hakimi

Mohammad Amin Hakimi, a former alumnus of BBA Program and current student of MBA Program, joins Kardan University as Manager, Training & Career Services. Amin has been a lecturer for our diploma program for the past four years. Previously, he has worked as a Trainer for AWDP, USAID, Project Manager with FLI, Education Project of US Embassy, Admin & HR Officer for a number of projects including GIZ, Asia Foundation, Agha Khan Council and Ministry of Women Affairs. Reporting to Chief Operating Officer, Mr. Hakimi will develop innovative ideas and explore strategic career opportunities for our students and alumni. He will organize professional development seminars, create internships and job opportunities, establish and maintain partnerships with employers, as well as organize job fairs to promote student internships and employment. You can contact him via m.amin@kardan.edu.af or careers@kardan.edu.af. His VOIP number is 841.



Rafiullah Nazari

Mr. Rafiullah Nazari joins Kardan University as Human Resources Officer. He holds a Master's degree in Business Administration from Kardan University. He worked as HR Specialist with Afghanistan Youth National & Social Organization (AYNSO), HR Coordinator with High Quality Consultancy, Surveyor with Research One Marketing Consultancy and Admin Assistant for Institute of War and Peace. He is a young, energetic HR professional. He will provide support to the Human Resources Department to facilitate new initiatives, develop HRIS system, explore learning and development platforms, foster healthy work environment and support HR communication strategy. You can contact him via r.nazari@kardan.edu.af.



Ahmad Seiyar Nickzad

Ahmad Seiyar Nickzad joins our Communication & Admission Department as Communication Specialist, Dari. With a bachelor degree in Journalism from Kabul University and another in Political Science, Mr. Nickzad has worked as Communication Specialist, Script Writer, Director of Media Programs, Presenter and Communication Advisor with various television, media and news productions, Ministry of Women Affairs and Asia Foundation. He has published several articles in a number of newspapers. Working closely with various academic teams and offices, Mr. Nickzad will create and develop content for website and social media to promote University's profile at the national and international levels. You can reach him via as.nickzad@kardan.edu.af.



Kardan University Celebrates the Holy Month of Ramadan with Khatmul Quran Ceremony

In celebration of the holy month of Ramadan, faculty and staff of Kardan organized a Khatmul Quran ceremony and Iftar feast in Kardan Residence on Monday, 27th May 2019. The event began with recitation of the holy Quran followed by Iftar program. Over 170 faculty, staff and support staff participated in the event. This event was a great opportunity for teamwork and collaboration. Well done, Team Administration for the arrangement and facilities!



Kardan University's Faculty & Staff Take Part in Donation & Charitable Programs

Faculty and Staff across the university took several volunteer initiatives and made contributions by donating a lump sum amount of AFN 250,000 in the month of Ramadan to support needy families and orphans by arranging food packages and basic need items including rice, beans, sugar, wheat and other edible commodities and clothes. This initiative advances our collective sympathy, brotherhood and solidarity.

- Include photos from orphanage visit





Send your individual, group, or department photo to hr@kardan.edu.af and be featured in our next issue of Employee Newsletter.

Visit our homepage

www.kardan.edu.af/careers