

MUSTAFA HAIDARI

AfghanistanCulture@gmail.com

SUMMARY OF QUALIFICATIONS

- Over 6 years of personnel, and office support experience in diverse environments
- Graduate of Theater and Cinema from Kabul University
- Demonstrated planning, and organization skills in various working fields
- Demonstrated excellent team leadership, personnel assistance in various entertainment projects

COMPUTER KNOWLEDGE

MS Word, Excel, PowerPoint, Adobe Dreamweaver, Flash, Photoshop, Internet Savvy, Proficient with most Social Networking applications

EDUCATION

Computer Applications Specialist, Santa Monica College	AA Degree in Progress	2013
Theater and Cinema, Faculty of Fine Arts, Kabul University	BA Degree	2006

OFFICE SKILLS

- ◆ Typing/ Word Processing, 50 W. P. M.
- ◆ Record Keeping/ File Maintenance
- ◆ Setting up Meetings and Conferences
- ◆ Photography/ Image Retouching
- ◆ Website Media/ Production
- ◆ Website Content Updating
- ◆ Appointment Scheduling
- ◆ Reliable Team Member/Leader
- ◆ Database Management
- ◆ Translation
- ◆ Travel Planning

OFFICE ADMINISTRATION AND PLANNING

- Organized and managed entertainment events such as music concerts, movie screening for Afghan artists.
- Assisted Admin/HR in maintaining records of new hiring, terminations, and changes in job classifications for UNAMA Joint Election Management Board – Afghanistan.
- Assisted in research, pricing, and purchase of merchandise for AFRANE charitable organization -Afghanistan.
- Assisted travel manager in booking flights for Afghan cast members of The Kite Runner movie project- China.

TRANSLATION AND VOICE OVER

- Assisted with ADR casting of Pashto speakers in post production of Whiskey Tango Foxtrot feature film.
- Assisted with Afghan cultural and technical consultation on Man Down feature film.
- Assisted with the script translation, dialect coaching, & technical consulting on multiple episodes of NCIS-LA.
- Interpreted Dari to English and English to Dari languages for production team on “The Kite Runner”, “Kabuli Kid”, and “Seours” entertainment movie and theater projects.
- Assisted with translation of scripts on “Kabuli Kid” movie, and “Seours” theater projects.
- Assisted with localization of Dari language & recorded lessons in Dari language for Rosetta Stone.

LANGUAGE SKILLS: Dari, Farsi, Pashto, English, Urdu/Hindi, Arabic

WORK HISTORY

Translation and Proofreading	Freelance
ADR/Voice Casting Assistant	Lone Survivor, NCIS-LA, Rock The Kasbah, Whiskey Tango Foxtrot – Afghan languages
Afghan Technical Consultant	Man Down feature film and Day One Oscar nominated short
Afghan Consultant/Dialect Coach	NCIS-Los Angeles (multiple episodes) CBS
Dari Language Voice Over Talent	Rosetta Stone Inc. Language Learning Company, Harrisonburg, VA Apr–May 10
Assistant Director/Translator	Jaber Theater Production, “ <i>Seours</i> ” Play, Kabul, Afghanistan April – June 2008
Production Assistant/Translator	Fidelite Production “Kabuli Kid” movie Kabul, Afghanistan Aug – Oct 2007
Casting Associate/Interpreter	The Kite Runner DreamWorks/Paramount pictures AFG-China Jun – Dec 06
Cultural Assistant	Foundation for Culture and Civil Society, Kabul, AFG June 2004 – May 2006
Admin/HR Assistant	UNAMA/JEMB Joint Election Management Board, Kabul, AFG Jan – Jun 2004
Logistic Assistant	AFRANE Development Organization, Charity project, Kabul, AFG Sep – Dec 03