

# **COVER LETTER**

**Name:** Hijratullah (Farooqi)

**Position Title:** Case Worker

**Vacancy Number:** HARO-NGR-002/2023)

Date: (27.07.2023)

Coming through your vacancy announcement that you are looking for the post of (Case Worker) I have work experience for the mention position as you check my performance with my past work background, I have to proud on myself to work with your organization if you believe on me, I will show myself and achieve the organization goal effectively and efficiency I am kindly offer myself with application along with my all documents that I want to Apply for the post mentioned above. I will be very glad if you give me an opportunity for an interview.

Your cooperation will be highly appreciated.

**With best regard.**

**Hijratullah (Farooqi)**

# RESUME

Hijratullah (Farooqi)

## Personal information

Name: Hijratullah (Farooqi)

F/name: Zickrullah

Date of birth: 1991

Nationality: Afghan

Marital status: Married

Contact Numbers: 0093788025503 & 0777862055

Domicile: Surkh Rod District, Nangarhar Afghanistan

Present Address: Jalalabad City, 7th zone, , Nangarhar Afghanistan

Gender: Male

Email Address: hijratfarooqi07@gmail.com

## Education Background:

❖ Graduated From TECHNOLOGY In Ghazi Amanullah Khan medical institute Nangarhar, *Jalalabad, Afghanistan in 2017*

❖ Graduated *12<sup>th</sup> class from Checknawri High School, Nangarhar, Afghanistan in 2007. (۱۴۰۶ - ۱۴۰۷)*.

❖ Science and math subjects: *Graduated from Abid Khogyani Educational Center from 7<sup>th</sup> class up to 12<sup>th</sup> class in Aug 2010.*

## Institute Education:

1. ( **C.E.L**) *Certificate in English Language at Ihsan English Language Center (IELC) Jalalabad, Afghanistan on 2008.*
2. ( **C.I.T**) *Certificate in information technology at Alama Rashad Computer Center.*

## Computer experiences:

- ❖ *Completed (MOUS) Microsoft office user specialist program in Alama Rashad Computer Center Jalalabad, Afghanistan in 2010.*
- ❖ *Completed (Hardware) classes in Alama Rashad Computer Center Jalalabad, Afghanistan in 2010.*
- ❖ *Completed (Internet programs) in Afghan Star internet Center Jalalabad Afghanistan in 2011.*
- ❖ *Completed (Photographic programs) in MMC Or (ANAR) center inside the Afghan Amputee Bicyclists for Rehabilitation and Recreation (AABRAR) Jalalabad, Afghanistan in 2012.*

## WORK EXPERIENCES:

- **Protection Monitor - WAW - Nangarhar 01,August,2022 Up to 15,October,2022**
- **Protection Monitor - WAW - Nangarhar 24,October,2021 Up to 15,September,2022**
- **Worked as Vocational Training Supervisor SRP (Social Re-integration Program) 2015 (3 years) ICRC/ orthopedic in Jalalabad.**
- **Worked as Community Mobilizer from Safe the Children 2009 – 2014 years.**
- **Working Project manager in TAK DANA Fresh fruit and dry vegetable picking house Surkhroad district from 2014 - 2017.**

### **Major Responsibilities :Protection monitor:**

- Conduct the house to house monitoring visit and identifying the gaps for quality.
- Collect accurate data of beneficiaries and document properly.
- Check the quality household and economic situation of beneficiaries.
- Ensure accurate data from the target site properly by using of Kobo.
- Arrange community Meetings.
- Ensure that all administrative related information is kept confidential.
- Reporting daily progress to project head office.
- Perform any other tasks related to project activities.
- Any other relevant task given by the immediate supervisor.

### **Major Responsibilities:**

- ❖ Complete relevant paperwork for Vocational Training candidates
- ❖ Conduct surveys and make reports of new beneficiaries
- ❖ Assessment of Household and economical condition assessment of Beneficiaries.
- ❖ Make regular visits to and report on existing Vocational Training beneficiaries
- ❖ Conduct the board meeting for the selection of the Vocational Training program new beneficiaries
- ❖ Keep a monthly working plan for VT programmed
- ❖ Takes part in pre assessment for VT new candidates
- ❖ Assist in community awareness, identification of sustainable livelihood opportunities and initiation of income generation activities for target households.
- ❖ Monitoring of day-to-day livelihood activities of the project and preparation of progress report.
- ❖ Any other project relevant activities required by project management team.

### **Major Responsibilities:**

- ❖ Mobilize the community and beneficiaries and provide them awareness regarding the project activities.
- ❖ ·Support the team in planning and organizing community's awareness, campaigns, behavior change communication and community mobilization sessions.
- ❖ ·Engage and mobilize community members in one to one and group sessions.
- ❖ ·Work closely with the community elders and CDCs in selecting the target communities.
- ❖ ·Help in finding women headed, elderly headed, child headed families for unskilled working opportunity.
- ❖ ·Conduct awareness training and conduct information campaign on the field according to the communities' knowledge levels.
- ❖ ·Prepare work plan, schedules and report for all activities.
- ❖ ·Any other official related tasks may assign to hem/her

## Skills:

- ❖ Extreme knowledge of Microsoft Word, Excel and Kobo. *Using digital camera.*
- ❖ Typing letters and writing letters very well.
- ❖ Have Pashto, Dari, and English Typing skill.
- ❖ Using Photo copy Machine.

## Objectives:

- ♥ I am interested in to help and cooperate with those who are affected by fighting or other conflict and other physical circumstances violence.
- ♥ I want to serve with my country and our poor people .

## Key Qualification:

- ♥ I can adapt quickly to new circumstances & working conditions and I am able to integrate. And work with teams and have repute to meet targets well within time.

## Languages:

Languages	Speaking	Reading	Writing
<b>Dari</b>	Excellent	excellent	Excellent
<b>Pashto</b>	Excellent	excellent	Excellent
<b>Urdu</b>	Fair	Very good	Very good
<b>English</b>	Very good	excellent	Excellent

## CONTACT NUMBERS:

1. 0093788025503 (هجرت الله)
2. 0775166512
3. 00937 77862055 (مجاهد تلاش)
4. 0093780756578

## REFERENCES:

### 1. Muhitullah “Mujahid”

#### **Vocational Training Supervisor**

International Committee of the Red Cross (ICRC)  
Area 3, Public health Hospital  
Physical Rehabilitation Program (PRP)  
Jalalabad, Afghanistan

**Mobile: +93 777 86 20 55 > 0780756578**

Email:mmuheet@icrc.org. > [Mujahid.danish@gmail.com](mailto:Mujahid.danish@gmail.com)

### 2. Mohammad zarief ( Hamid) :

#### **Laghman Branch Manager of New Kabul bank**

**Laghman Province, Main Branch**

**Mobile: +93 791600754 > 0775006668**

Email:Zarief.hamid@gmail.com

### 3. Naveed Ullah “Sediqi”

#### **Admin & Finance Assistant**

International Committee of the Red Cross (ICRC)  
Area 3, Public health Hospital  
Physical Rehabilitation Program (PRP)  
Jalalabad, Afghanistan

Email: [deevan\\_n@yahoo.com](mailto:deevan_n@yahoo.com)

 **Office No: 0728 41 88 15**

 **Private No: 0777 62 08 11**