

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 12th class from Checknawri High School, Nangarhar, *Afghanistan in 2007. (۱۳۸۶ ه - ش).*
- ❖ Science and math subjects: *Graduated from Abid Khogyani Educational Center from 7th class up to 12th 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 Surkhrood 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 reput to meet targets well within time.

Languages:

Languages	Speaking	Reading	Writing
Dari	Excellent	excellent	Excellent
Pashto	Excellent	excellent	Excellent
Urdu	Fair	Very good	Very good
English	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)

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3. Naveed Ullah “Sediqi”

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