

Cover Letter

I have graduated From the Institute Of Managemen Busine Accounting in Ghazni

I have been educated in the province and participated in a number of short term professional traninig Courses In addition To these I have Work experience in the development and private Sector I have Worked in managerial and non management positons with various organizations

In Irwin s hospital in the manager s department

And with Afghan Wireless telecommunication Company as a Sales Agent in Ghazni Province the headquartes of this business is in Various professional Management and teaching fields the pressures during my employment

I can make a significant contribution to your organization s management and Security Team and I am quite positive to be a hardworking and Very efficient employee of Your organization

Please find my resume detailing my qualification experience and other expertise for your consideration I well be grateful if an opportunity for interview is given to me so that I can tell you more about myself

Sincerely

Nizamuddin Ahmadi

Phone No +93705126475-93796001840

Inc.Resume

E-mil nizamuddinahamdi31@gmail.com

Ahmadi

Resume

Nizamuddin Ahmadi

Ghazni Afghanistan

Phone +93705126475-+93796001840

Inc Resume

Objective ;

Seeking a Secure and long term position in a growing and dynamic organization that demand high competence skills and offers excellent opportunities and where I can utilize my eduational and

Academic Qualification

2008-2020 I graduated From Shahbudin High School in Moqar district of Ghazni Provincne

Short Term Courses /Internships

01/01/2023- 01/06/2023- Jawed Ibrahimi institute of IT(Information Technology) and English Language Ms Office Package Internet Troubleshooting Networking

06/22/2018- 12/21/2018 I have participated in the educational part of the solar cours for 6 months

In Ghazni province Moqar district

Professional Trainings

Afghan Wireless Sales Agent 20 Mar-2023 20 Mar-2024 Ghazni

Afghan Wireless telecommunication

In Ervin Hospital Management 30 June 2022 15 June 2023 Ghazni

In Irwin s hospital in the manager s department

Professionnal Experiences

20 March 2023 to 23 March 2024

1. Sales Agent In Afghan Wireless Company

- . responsibilities are marketing for SIM cards of Afghan
- . Wireless Company Solving technical Problems of
- . Customers SIM cards Registering unregistered
- . SIM cards converting non –active SIM cards
- . And sloving technical problems of customers

Resume

Ahmadi

30 June 2022 to 15 June 2023

1. Manager In Ervin Hospital

- . Responsibiities Investigating client Problems
- . monitoring all hospital employees with security cameras
- . reporting daily payments the head of the hospital
- . paying salaries of hospital employees

Languages

Dari Excellent

Pashto Excellent

English Excellent

Computer

- Windows MS Office Package
- Quick Book

Personal Qualities

- Highly organized.
- Strong understanding of Accounting and Financial Principles, Processes and Practices.
- Superb organizational, Project management and Process improvement skills.
- Good communication skills, good rhetoric and excellent teaching techniques.
- Good project Management skill.
- Able to work long hours.
- Experience of working in a team.
- Able to learn things quickly.

Ahmadi

Resume

- Capable of handling multiple assignment under pressure and able to meet tight deadlines.
- Professional appearance and strong work ethic.
- Excellent written, oral and interpersonal communication skills in Dari, Pashto and English.
- Enjoy working in challenging environment.

References

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