

Cover Letter

+93 782013816 - +93 776636134
Nangarhar, Afghanistan

Dear Sir/Madam,

With due submission and admiration, it is stated that the new opening of position titled in your esteemed Organization has encouraged me to make use of the opportunity, as I find myself best suited against the aforementioned post, both in terms of academic qualification and work experiences.

So that I am submitting my CV, cover letter, and Certificates to your kind consideration, which more fully details my qualifications for the position. I would be much thankful to you to consider me as one of the candidates for the above-mentioned position; finally, your cooperation in this regard will be highly appreciated.

I assure you, sir, if a chance of service is given to me, I will spare no pains in the satisfactory discharge of my obligations.

Please, find my CV attached with forwarding letter that bears my Bio-data as well as work experiences.

Best Regards,

Sifatullah "Hashimi"
Email:sifatullahhashimi21@gmail.com

CV

Curriculum Vitae

1 Personal Information:

Name : Sifatullah "Hashimi"
F/Name : Safiullah
Date of birth : 1993
Place of birth : Nangarhar Province.
Nationality : Afghan
Gender : Male
Native Language : Pashto
Marital status : Married
Present address : Jalalabad Nangarhar
Contact Number : +93 782013816 - +93 776636134
Email : sifatullahhashimi21@gmail.com

Objective:

I seek a challenging career that utilizes my skills and abilities and provide an opportunity to work in a professional environment. I solemnly believe in hard work and devotion and hence, offer my services to the best of my capabilities.

Personal Skills:

I am a hardworking person who is willing to learn more. Moreover, a very responsible, motivated and punctual having a friendly personality who enjoys to assist others. Besides, honesty is what makes me different from others.

Education Background:

- Graduated from Chiknawre high school in 1391
- DEL. In Azrakhs English Language Center in 1997
- Completed Computer skill program GAAC in 2019
- Graduated from agriculture Faculty in Nangarhar University in 1397

Work Experience:

- Worked as a intern PHDC-Jalalabad 1 year

Other skills:

- ✓ Honestly and hardworking
- ✓ Good convincing skills
- ✓ Good behavior with people
- ✓ Easily adjust in new environment
- ✓ Able to work under the pressure and without pressure
- ✓ Able to take advice and give advice to team members
- ✓ Able to use skills that have learned from others ✓ Able to increase the skills

Computer skills:

Programs	➤ Microsoft Office:	Windows Se7en / Windows 8 / Windows 10 / Windows 8.1
	○	WinWord
	○	Microsoft Access
	○	PowerPoint
	○	
	➤ Internet	
	➤ Chrome	
	➤ Mozilla	
	➤ And etc	

Computer More Skills:

- ✓ Very Good typing in English Language
- ✓ Good typing in Pashto language
- ✓ Able to solve simple hardware problems in computer
- ✓ Able to solve simple software problems in computer
- ✓ Able to solve temporary problems

Languages skills:

Languages	Reading	Writing	Speaking	Listening
Pashto	Excellent	Excellent	Excellent	Excellent
Dari	Native	Native	Native	Native
English	<u>Very Good</u>	<u>Very Good</u>	Very Good	Very Good