Cover letter

Dear Hiring Manager,

I am writing to apply for the position of IT Officer at Social Association for Swedish Committee for Afghanistan (SCA). I am confident that my experience working as an IT Officer at Organization for Relief and Development (ORD) and my two years of teaching experience at Kabul Polytechnic University make me the ideal candidate for this opportunity.

As a teacher at Kabul Polytechnic University, I have been responsible for teaching the fundamentals of computer science, while also providing one-on-one support to students. I have also worked closely with university staff to ensure that the technical systems of the university are running smoothly. Additionally, I have provided guidance to students as they advance through the program.

At ORD, I have been working as a part-time IT Officer since 2021. During this time, I have been responsible for maintaining and troubleshooting IT systems, as well as providing technical support to staff and clients. I have also developed and maintained the organization's website, ensuring that users have a positive and secure experience.

I am confident that my experience working in both an academic and professional setting makes me well-suited for the position of IT Officer at SADA. I am highly motivated, organized and I possess excellent problem-solving skills. I am also well-versed in the latest technologies used in the industry and I am confident that I can make a positive contribution to SADA.

I look forward to discussing my qualifications for this position in more detail. Thank you for your time and consideration.

Sincerely,
Naseer Ahmad Noor

Naseer Ahmad Noor

Nationality: Afghan   **Date of birth:** 30/03/1999   **Gender:** Male

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📍 **Home:** Kabul Company, 1004 Kabul (Afghanistan)

ABOUT ME

Formal Assistant lecturer at the computer science faculty of Kabul Polytechnic university.
Part-time IT Officer at Organization for Relief Development.

LANGUAGE SKILLS

Mother tongue(s): **Pashto**

Other language(s):

English	**Persian**
LISTENING B2 **READING** B2 **WRITING** B2	**LISTENING** C2 **READING** C2 **WRITING** C2
SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2	**SPOKEN PRODUCTION** C2 **SPOKEN INTERACTION** C2

Arabic

LISTENING A1 **READING** A2 **WRITING** A2

SPOKEN PRODUCTION A1 **SPOKEN INTERACTION** A1

WORK EXPERIENCE

Assistant lecturer
Kabul Polytechnic University [23/12/2021 – Current]

City: Kabul
Country: Afghanistan

1. Lead classes and develop curriculum for courses in the Computer Science Faculty
2. Grade student assignments and provide feedback
3. Guide students during their studies
4. Present at conferences, seminars, and workshops related to computer science
5. Collaborate with faculty and staff to create a positive learning environment for students
6. Stay up to date on industry trends and best practices
7. Advise students on career paths and job opportunities
8. Participate in departmental meetings and other activities
9. Develop and maintain relationships with industry professionals
10. Other duties as assigned

IT Officer - Part Time
Organization for Relief Development (ORD) [03/04/2022 – Current]

City: Kabul
Country: Afghanistan

1. Develop and maintain the organization's information technology systems and networks
2. Monitor, troubleshoot and maintain computer systems, hardware, and network connections

3. Ensure the security of IT systems and networks
4. Manage the IT department's budget and resources
5. Develop, maintain and implement IT policies and procedures
6. Design and implement systems to improve and streamline IT operations
7. Train staff on the use of IT systems
8. Stay up-to-date with trends and advancements in technology
9. Research, evaluate and recommend new technologies and solutions
10. Provide technical support and advice to users
11. Install, configure and maintain software and hardware
12. Monitor systems performance and security
13. Manage databases and data backup processes
14. Ensure compliance with all relevant legislation and regulations

IT Assistant
Organization for Relief Development (ORD) [20/12/2020 – 03/12/2021]

City: Kabul
Country: Afghanistan

1. Provide technical support to staff and volunteers.
2. Maintain and troubleshoot computer hardware, software and networks.
3. Install and configure computer systems.
4. Test and evaluate new technologies.
5. Monitor system performance and security measures.
6. Provide help-desk support, training and instruction.
7. Design and develop webpages and databases.
8. Implement data protection and backup procedures.
9. Stay up-to-date with current and emerging technologies.
10. Research and recommend software and hardware solutions.

DIGITAL SKILLS

Full stack web developer / Microsoft Office / Zoom / Google Drive / Typing English / Arabic typing

HOBBIES AND INTERESTS

Cricket

Watching Movies