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| APPLICATION |

Dear Sir, or Madam

This is in reference to the vacancy announced for the mentioned position. I feel confident to meet the requirements of the mentioned job. Therefore, I would like to introduce myself through the data attached to this letter.

I worked as an IT Officer “Information Technology Officer” at Alfalah University and I have worked as an IT Assistant at Miraj Zerak LMT and worked as a Monitor and Trainer with WHO / Alfalah University.

For further information, please find attached my CV along with this letter if there is a need for other supporting documents for your further kind information, I can provide them, so I would much appreciate it if you could give me a chance for an interview.

Thank you very much for your consideration in this regard.

With best regards

**Fahim Noori**

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| PERSONAL INFORMATION: |

Name Fahim Noori

F/Name Mohammad Naeem Noori

Age 26

Date of Birth 1996

Nationality Afghan

Marital Status Married

Place of birth Nangarhar, Jalalabad, and Surkhroad

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| OBJECTIVES: |
| My objective is to join a prospective organization, where I can serve the people of Afghanistan and a kind of job I would like to get which would suit me according to my qualifications because I like responsibilities, face the challenges of new situations, and derive much pleasure in improving my abilities and helping the others to improve theirs. I am seeking a position within the managerial department, possibly with an international perspective. |

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| EDUCATION BACKGROUND: |

2021 Graduated from Khurasan University (BCS Faculty, Computer Science)

2019 Graduated from DEL Program Khurasan.

2018 Graduated from Azerakhsh Course.

2016 Graduated from Faqrullah High School.

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| Courses & Training: |

* Attended “2” years of work with Alfalah University as an IT Information Technology Officer.
* Attended “1” or more than “1” a year of work as IT Assistant at Miraj Zerak LMT.
* Attended “8” Month in WHO which was Related to Alfalah University work As Monitor / Controller.

WORKS EXPERIENCE:

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| Date of Employment | 2021-Oct-03 Up to Now |
| University | Alfalah University |
| City, ST | Jalalabad |

**Job Title: IT Officer.**

**Specific Objectives and Duties:**

The following duties are illustrative. The IT Manager will be assigned all of the following duties and tasks.

* Maintain an orderly office filing system.
* Manage the communication, electronic device, stabilizer, UPS, Printer, desktop computers and other IT equipment like parts and software upgrade.
* Manage user login accounts using Microsoft Active Directory
* Have Knowledge and ability to solving issues of OS systems (windows 7,windows 8.1,windows 10 & windows 11)
* Install and configure appropriate software and functions according to specifications.
* Responsible for regular maintenance of IT equipment and for monitoring and controlling stock of IT Equipment.
* Maintain records/logs of repairs and fixes and maintenance schedule.
* Maintain inventory of all hardware and software resources and parts.
* PC hardware, Printers, scanners, computer peripherals and other related devices maintenance.
* Take email/data backup for departing staff.
* Keeps regular contact with Field staff requiring ICT support & help disk.
* Filling the ICT item damage report, hand over, taking the repairable ICT items to workshop.
* Ability to multi-task and be comfortable with flexible working hours.
* Execute other assigned tasks as delegated by the Line Manager.
* Troubleshooting and maintenance of Computers
* Ensure new hires have the necessary accounts, permissions, e-mail groups, and access card
* Repair broken hardware by replacing parts and/or contacting the service company.
* Maintain printers, in conjunction with facilities, by clearing paper jams, replacing toner, stocking paper, replacing parts, and/or contacting a service company
* Install/upgrade classroom hardware/software to meet the academic needs of different classes and instructors
* Assist in building maintenance and/or projects as needed
* Strong experience with Microsoft Windows platforms (Windows 10, Server 2008/2012)
* Provide help-desk support to all employees by responding to user phone calls and ITSD tickets
* Familiarity with Windows operating systems and Microsoft-related products and platforms
* Resourcefulness and problem-solving aptitude
* Display good written, and verbal technical skills, and work as a true team player in a dynamic and ever-changing environment
* Communicate basic technical information clearly and concisely both in writing and orally
* Install, maintain and configure basic software and hardware
* Use basic spreadsheet and database applications
* Experience with VMware helpful
* Experience with network administration helpful
* Communicate effectively with students, faculty, and staff via telephone, e-mail, or in-person
* Formulating Strategies and Concepts
* Planning and Organizing
* Install and configure software and hardware; upgrade systems with new releases and models; troubleshoot system issues
* Configuring the outlook for every Staff member and solving the problem of outlook.
* Excellent communication skills (written and oral), including presentation and training skills

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| WORKS EXPERIENCE: |

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| Date of Employment | 2020-9-2 |
| Company name | Miraj Zerak LMT |
| City, ST | Jalalabad |

**Job Title: IT Assistant**

The IT Manager will be responsible for assisting the Municipal Team in the performance of all regional and municipal administrative, financial and technical activities according to the DAI policies and procedures. The position is based in Miraj Zerak Municipality.

**Specific Objectives and Duties:**

The following duties are illustrative. The IT Manager will be assigned all of the following duties and tasks.

* Maintain an orderly office filing system.
* Provide general IT support to students and employees
* Manage user login accounts using Microsoft Active Directory
* Ensure new hires have the necessary accounts, permissions, e-mail groups, and access card
* Repair broken hardware by replacing parts and/or contacting the service company.
* Maintain printers, in conjunction with facilities, by clearing paper jams, replacing toner, stocking paper, replacing parts, and/or contacting a service company
* Install/upgrade classroom hardware/software to meet the academic needs of different classes and instructors
* Assist in building maintenance and/or projects as needed
* Strong experience with Microsoft Windows platforms (Windows 10, Server 2008/2012)
* Provide help-desk support to all employees by responding to user phone calls and ITSD tickets
* Familiarity with Windows operating systems and Microsoft-related products and platforms
* Resourcefulness and problem-solving aptitude
* Display good written, and verbal technical skills, and work as a true team player in a dynamic and ever-changing environment

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| Date of Employment  WORKS EXPERIENCE: | 1-8-2019 Up to 30-3-2020 |
| Company name | WHO |
| City, ST | Jalalabad |
| **Job Title: Monitor / Controller.** | |
| Management & Administration:   * Manages and delegates the duties of all staff related to the program * Participates in the selection and recruitment of staff. * Monitors staff performance and undertakes regular appraisals according to MoPH and /or NGO guidelines including maintaining personnel files. * Identifies training needs of staff and facilitates and supports their professional development. * Participates in monitoring and evaluation of program activities. * Ensures a clean, safe and secure working environment and takes all necessary measures to minimize risks to health and safety. * Ensures all midwifery program properties, all resources, and equipment are maintained and in good working order and maintains an inventory of resources which is regularly checked * Liaises and coordinates with the Midwifery Program Managers and other agencies and organizations including the MoPH and other collaborating organizations to ensure an effective and efficiently run midwifery training program. * Arranges and conduct regular faculty meetings and ensure minutes are distributed to all stakeholders * Participates in meetings, report writing, and dissemination of information related to the program.   **Computer Skills**   * MS Office (Windows, MS Word, MS Excel, PowerPoint, MS Access) * Server 2016, Server 2019. * C++ Program * Java * HTML * CSS * C# * Internet Browsing * SPSS * Google Meet, Google Classroom, Microsoft Team, Zoom, Skype | |
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**Language**

**Language Reading Writing Speaking**

* Dari Native Native Native
* Pashto Excellent Excellent Excellent
* English Good Good Good

**References**

* Qiyamudidn Ghows IT Manager at Alfalah University
* Mobile NO: 0788999970
* Address Afghanistan Kabul

**References**

* Noor Rahman Noori, Work as Admin in Alfalah University
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* Phone NO 0789800353
* Address Afghanistan Nangarhar Jalalabad Surkhroat District