

Cover Letter

Respected Sir/ Madam,

Thank you for the opportunity to apply for the post of (), after reviewing your job description. You are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that my educational background & my experience in the relevant field will be a great match for the position.

It is with great intent and interest that I am forwarding my application for your consideration, my record of academic achievement, professional career history, demonstrates, and attributes that make me a valuable employee. I could prove myself as an enthusiastic outgoing energetic career oriented creative and self-motivated person with the strong communications, interpersonal and analytical skills. I am Faredoon; I have done Bachelor in BSCS from, International Islamic University, Islamabad. Furthermore, I have worked with different organizations at different positions and have good work experience as well.

I have good understanding Programming, my computer skills are MS Office, Able to install an Oracle software and related task, Software and hardware troubleshooting, System Security, Software development (Flutter).

Furthermore, I am Excellent in Pashto, Dari, Urdu, and English Languages. After, reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Working for your organization would be one of the most exciting experience and career opportunity for me.

I look forward to speaking with you soon.

Yours sincerely

Faredoon seddiqi

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Faredoon "Seddiqi"

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Personal Information:

F/Name:	Timor shah
Place of Birth:	Nangarhar, Afghanistan
Gender:	Male
Religion:	Islam
Nationality:	Afghan
Address:	Bihsood , Jalalabad , Nangarhar, Afghanistan

Summary

Apply the skills and knowledge acquired through professional and educational experiences to add value to your organization and myself. I am enthusiastic and talented individual, who is ambitious, hard worker and have a passion to excel in career. To make sincere efforts towards building a promising career and to take challenges in life so that I can contribute to the growth and success to your organization that I am working with. Dedicated to enhancing underwriting department operations with an analytical and disciplined approach.

Able to work with minimal direction to solve problems resolve conflicts.

Education:

❖ University Degree (Bachelor)

International Islamic University (**BS in computer Sciences**)Islamabad –
Pakistan
October 2018-2023

❖ 14 Grade degree

Associate Diploma from NIMA (National Institute of Management and Administration) in ICT
(Information Communication Technology)
2016-2018

❖ 12 Grade

Mohammadi Saheb Zadi High School Bihsood, Jalalabad, Af.
2002-2014

❖ Computer / Certificate

Erosoft (**MS-Office**)Jalalabad – Afghanistan
2013 – 2014 and CCNA Training course for 3 month .

❖ English Certificate

Certified in Higher Intermediate Class [A] of English Language.
2013, and conversation class for 6 month .

Working Experience

❖ **2013-2014** **being as “Teacher” in privet school.**

Duties and Responsibilities:

- Planning and preparing lessons
- Encouraging student participation
- Research and implementing new teaching methods
- Marking student work and recording performance
- Furthering your own learning and professional development
- Communicating effectively with other teachers and educational organizations

❖ **2022** **Working as call center agent for insurance company.**

Duties and Responsibilities:

- Answering inbound calls
- Processing orders and payments
- Handling customer complaints
- Following up on customer calls
- Making outbound calls
- Upselling and cross-selling
- Conducting market research
- Managing and updating customer databases.

❖ **2021-2022** **Working in software House as Developer.**

Duties and Responsibilities:

- Work with developers to design algorithms and flowcharts.
- Produce clean, efficient code based on specifications.
- Integrate software components and third-party programs.
- Verify and deploy programs and systems.
- Troubleshoot, debug and upgrade existing software.
- Gather and evaluate user feedback.

Training and Workshops Participated:

- ❖ CCNA Training Course
2016.
- ❖ Flutter Mobile App Developer
- ❖ International Islamic University Islamabad (IIUI)
Training Workshop on **Flutter**

Proposals/Concept Notes (Grant Writing):

❖ Project Title

- Front line Saver App for Ambulance
- Generating Income and Employment Opportunities for Returnees, IDPs and Host Communities

Professional Skills:

- Extremely Organized
- Strong Verbal Communication
- Budgeting and Finance
- Report Writing
- Proposal/Concept Note Writing

Computer Proficiency:

- Photo shop
- Visual Studio
- Verchial box
- MS Office

Research:

- ❖ Develop a mobile app for Ambulance
- ❖ Grade Comparison of Rich and Poor Students: A Case of International Islamic University Islamabad.
- ❖ Determinants of Household Saving: A Case Study of Kabul, Afghanistan

Language Skills:

LANGUAGE	READING	WRITING	SPEAKING
Pashto	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Dari	Excellent	Very good	Excellent
Urdu	Good	Good	Excellent

References:

Available Upon Request