

Cover Letter

To whom it may concern

Dear Sir / Madam

As my information and work experiences are detailed in my resume. I am ready, willing and able to work with the principles of your organization. Please give me the chance of interview to give you further information about myself and my abilities.

Thanks for your consideration.

Sincerely,

Hakima Noori

Curriculum Vitae

➤ Personal Information:

- First Name: Hakima
- Last Name: Noori
- Father Name: Abdul Raouf
- Date of Birth: 19 March 2001
- Place of Birth: Oruzgan
- Gender: Female
- Marital status: Single
- Nationality: Afghan
- Contact #: +93766712461
- WhatsApp: +93766712461
- Imo #: +93766712461
- E-mail Add: hakima.noori.1379@gmail.com

➤ Education

- **Kabul University**
 - Information and Communication Technology Institute (ICTI)
 - August 2019 – till now
 - Kabul, Afghanistan
- **Network**
 - Cisco Networking Academy course, CCNA
 - August 2019 - December 2019
 - ICTI, Kabul, Afghanistan
- **High School**
 - Neswan Jabraeil High School
 - March 2014 - December 2018
 - Herat, Afghanistan
- **Muslim Academy**
 - Intermediate to Advance English
 - 2019 – 2020
 - Kabul, Afghanistan

➤ IT and Computer Skills

- **General**
 - Microsoft Windows
 - Office Package
 - Typing (Dari, Pashto, English, Arabic)
 - Hardware Installation
 - ICDL Skills
 - Web Designing

➤ Language skills

LANGUAGES	WRITING	READING	SPEAKING	GRAMMAR
Dari	Native	Native	Native	Native
English	Good	excellent	well	Good
Pashto	excellent	excellent	Good	Good

➤ Other skills

- Office Management
- Mathematics Teaching
- Physic Teaching
- Team Management
- Group working

➤ Work Experience

Tolo-e-Danish & Noorsa training centers

- February 2017 – September 2018
- Teaching Mathematics
- Herat, Jabraeil

Tajali-e-Afkar training center

- February 2017 – September 2018
- Teaching Physic
- Herat, Jabraeil

➤ References

• **Parniyan Kosha**

- My Teacher and Instructor at ICTI
- Phone: +93770919853
- Email: parniyankosha18@gmail.com

• **Abdul Ali Noori**

- IT Officer and Enrollment Officer at NSIA
- Phone: +93783304407, +989222475465
- Email: ab.noori.1993@gmail.com

• **Qasem Karimi**

- Project Manager at Momtazhost
- Phone: +93(0)773542208
- Email: qasem@momtaz.ws