Application Letter

I came to know about a job opportunity through a reliable way for the position of **Investment General Manager**, I have a BBA (Hons) Degree in Bachelor Business Administration with approximately more than 5 years of working experience and excellent command over English and Computer, and I decided to apply for this position. Therefore, I am offering my resume, which outlines my education, and position. Included with this letter is a copy of my resume, which outlines my education, equally defined is my ability to appropriately prioritize assigned tasks, work well, both independently and within a team environment.

## Throughout my professional career, I have maintained a reputation for excellence in the workplace and strong work ethics. I am an excellent candidate for the position you currently have available, thank you for taking your time, should you have any questions please do not hesitate to contact me as I look forward to hearing positive response from you.

**Thanks,**

**Sincerely,**

**Niamatullah Siraj**

**0744 91 77 11**

**077 72 84 235**

**CURRICULUM VITAE**

**PERSONAL STATEMENT:**

I am a confident and enthusiastic person with the ability to learn and adapt quickly to new challenges and to handle difficult situation.

I have an organized approach with good communication skills, which enables me to work effectively either on my own or as a part of the team.

I want to join an organization where I can prove myself and accept the challenging career.

**INTRODUCTION**

Name: Niamatullah “Siraj”

F/Name: Shakar Din

DOB: 06, October, 1992

Sex: Male

Nationality: Afghan

Marital Status: Married

Contact: +93 (0) 744 91 77 11

+93 (0) 777 28 42 35

Email: [Niamat035@gmail.com](mailto:Niamat035@gmail.com)

Address: Khoshal Khan Dist, 5, Kabul Afghanistan

**Education:**

* MBA is in progress
* From 2011-2015 BBA (Hons) Abdul Wali Khan University, Mardan-Pakistan
* From 2009-2011 (FSc) Fellow of Science Malakand Board
* From 2007-2009 (SSC) Secondary School Certificate Malakand Board
* Computer & English Language Proficiency Diploma, Modern English Language Institute 2009

**Work Experience:**

* **Investment/Treasury General Manager**

Investment/Treasury General Manager at Pashtany Bank from 03-Jan-2021 till date

* **Treasury Officer**

Treasury Officer at Islamic Bank of Afghanistan (formerly Bakhtar Bank) from Apr 2016 till 03-Jan-2021

* **UNHCR**

Fileds Manager, Malakand Refugees Camp-Pakistan

* **Internee at BMA**

Bank-e-Millie Afghan (BMA) (Compliance, Finance, Risk, HRM & Islamic Banking)

**Trainings**:

* **AIBF**

Afghanistan Institute of Banking & Finance

* **Bakhtar Bank**

About Islamic Banking & Finance

**Languages:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Writing** | **Speaking** | **Reading** |
| Pashto | Fluent | Fluent | Fluent |
| Dari | Excellent | Excellent | Excellent |
| English | Fluent | Excellent | Fluent |
| Urdu | Excellent | Excellent | Excellent |

**Computer Skills:**

1. Hard ware (Installation, Trouble Shooting and Assembling)
2. Office Automation (Ms Word, Excel, Windows xp, Power point, Outlook)
3. Corel Draw 9, Flash Ms (Moderate), HTML, Internet, In page (Urdu), Fox Pro (Moderate), Access (Moderate).

**Certificate in IT (CIT):**

1. Fundamentals of Electronics
2. Office Automation (Ms Word, Excel, Access, Power Point, Outlook)
3. Fox Pro, Corel Draw 9,10,11, HTML, Internet, In page (Urdu), In Page (Pashto), XP Windows, 98 Windows, 95 Windows, Millennium Window, Mir Photo, Pros how Gold.

**Personal Characteristics:**

* Able to work and adapt in different situation.
* Having good organizational skills.
* Self- Motivated and dynamic.
* Honest and confidant.
* Patient and tolerant.
* Able to accept criticism and respond accordingly.

**References:**

Will be given upon request …