

COVER LETTER

From: Fardin Formuly

Subject: ()

Dear Sir/Madam,

I am applying for the announced position in your organization. You will find my background and experiences directly applicable to the position requirements and please regard this letter as my formal application. Enclosed is my resume depicting my education, experience, and background? I am very interested in becoming a part of your organization.

Accepting challenges is the foundation of my life experiences and something I do with confidence. You will find me a totally committed individual with pride in being direct, spontaneous and communicative. I need little direction to complete Assigned task teamwork is another skill I have acquired and one I know is necessary for organizational cohesiveness. These are the qualities that make me excellent candidate For the position.

I am available for an interview at a mutually convenient time to further discuss my

Qualifications and your organization, the services it provides and views your facilities.

I can be reached at the address and phone below.

Thank you for your time and consideration.

Sincerely,

Fardin Formuly

0093 (0) 0780898896 Email: Fordin .Formuly@gmail.com.Af

CV

Address : Dogh Abad, 7th District, Kabul, Afghanistan.

Telephone: 0780898896

E-mail: Fardeen.Formuly@gmail.com.af

OBJECTIVE STATEMENT

Name	Fardeen
Father Name	Abdul qader
Date of Birth	1360
Place of Birth	Kabul
Marital Status	Married
Sex	Manl
Nationality	Afghan

Excellent English Proficiency with good command over Dari, both In written and verbal skills

EDUCATION :

- Abdul Qader High School

Dec, 1998

WORK EXPERIENCE

Having 12 years of work experience in Minisry of Rural Rehabilitation and Development Myag Citizenship[program

(may ,2013 to January, 2021)

New : I working in the Financial and administration and logistics Sector

Language skills:

- Dari native
- Pashto fluent

- English Good
- Dari Good
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CERTIFICATIONS

- **Certificate in Microsoft Office**
- **Certificate in English Language**
Ama E Shamal institute

OTHER SKILLS

- Team work
- Time management
- Adaptability
- Good artist

REFERENCES

Sharif Rafaat Founder of Hasti High School

#0780898896 Email : [Fardin .formuly@gmail.com](mailto:Fardin.formuly@gmail.com)

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