

Application Form

Cover Letter

To:

From: Shamsullah Habibzai

Date:

Vacancy:

Subject:



Dear Sir/Madam

I have been informed through your vacancy announcement that you are seeking applications for the position of **(Finance Assistant)** in your office. With due respect, I am offering myself as a candidate for the position and submitting my application for your consideration. I hope that my qualification and work experience will fulfill your requirement and please refer to my resume for more details of my particulars hoping to hear from positive –back I wish you receive my CV. I would appreciate if you would kindly give me an opportunity to explain my qualifications and experiences during an interview. Please refer to my contact address in my C.V (attached) in case you need further information pertaining to my Ability or anything relevant.

Thank you for your time and interest. I look forward to speaking with you in the near future

Sincerely, Yours

Shamsullah Habibzai

Curriculum Vitae

Objectives	To join a multi- cultural, dynamic and prestigious organization, where experience is shared, new ideas are welcomed and new challenges are daily routines.					
Personal Information	Name: Shamsullah Habibzai F/ Name: Aminullah Habibzai Date of Birth: 20 July,1999 Place of birth: Kabul Province, Afghanistan. Gender: Male Marital Status: Single Nationality: Afghan Health: Excellent					
Education	<ul style="list-style-type: none"> • 2017 Graduated from Ghazi High School (Afghanistan) • 2018 DEL at Muslim English Language Institute® (Afghanistan) • 2021 DIT at Faham Computer Center (Kabul, Afghanistan) ➤ Bachelor degree: <u>Business Administration (BBA)</u> from Kateb University (Kabul-Afghanistan) <ul style="list-style-type: none"> ➤ Graduated from (AAI) Accounting and Administration governmental institute of Technical and vocational Education and training authority (Kabul, Afghanistan) 					
Professional background & Work experience	From June-1-7/2021 to May-30-6/2022 One Year Internship Program at New Kara consulting services Main Subjects: <ul style="list-style-type: none"> • Financial Accounting • QuickBooks • Management • Business Communication • Monitoring • HRM 					
Other Qualifications	<ul style="list-style-type: none"> • Work well with others, with the various levels And Teamwork, • Ability to handle simultaneous projects and meet deadlines effectively. • Having experience in E-Commerce & Financial Markets (Online Trading). • Able to travel as needed. 					
Language Skills	NO	Language	Speaking	Understanding	Writing	Reading
	1	Dari	Excellent	Excellent	Excellent	Excellent
	2	English	Excellent	Good	Excellent	Excellent
	3	Pashto	Good	Good	Excellent	Excellent

Contact Address	Address: 3 th Zone Dehmazang, Kabul-Afghanistan Mobile #: +93 (0) 702122876 Mobile#2 +93 (0) 745235351 Email Add: Shams.habibzai311@gmail.com
References	Mustafa Farhat: Managing Director At New Kara Consulting Services Email: newkara.af@gmail.com Mobile: 0786144273 Naseer Ahmad Adeeb: Email: NaseerAhmad.Adeeb@fao.org Mobile: +1(440)8342325