

# Cover Letter

---

Dear Hiring Manager,

I am writing to express my interest in a position where I can apply my extensive experience in data management, system development, and data analysis. With a strong background in managing educational data, developing and maintaining systems, and providing actionable insights through data analysis, I am confident in my ability to contribute to the success of any organization.

During my tenure as a Data Management Officer at the Ministry of Education, I gained valuable experience in managing large datasets, ensuring data accuracy, and working collaboratively across departments to meet reporting deadlines. My subsequent role as a System Development Expert allowed me to expand my expertise in designing and optimizing information systems, which improved the efficiency and effectiveness of the department.

Currently, as a Data Analyst at MgtWell, I have honed my skills in data analysis, dashboard creation, and reporting. I am passionate about translating data into meaningful insights that support decision-making and organizational growth.

I am excited about the opportunity to bring my skills and experience to your organization and contribute to its success. I look forward to discussing how my expertise aligns with your needs.

Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,  
Jamil Rahman Hassanzai

# Curriculum Vitae

---

## Personal Information

Name: Jamil Rahman Hassanzai

Email: hassanzai140@gmail.com

Phone: 0730402644

Location: Kabul, Afghanistan

## Objective

A highly skilled and motivated professional with experience in data management, system development, and data analysis. I aim to contribute my expertise in data management and analysis, and leverage my experience to enhance organizational performance and decision-making processes. Looking to apply my knowledge in a challenging role that allows me to continue growing in the field of data analytics and system development.

## Education

Master's Degree (Ongoing) – Kabul University, Afghanistan

Bachelor's Degree in Computer Science – Nangarhar University, Afghanistan (2013 - 2017)

## Work Experience

### Data Management Officer

Ministry of Education, Literacy Department (2019 - 2022)

- Managed and processed educational data for literacy programs.
- Designed, implemented, and maintained data management systems.
- Collaborated with various departments to ensure accurate and timely reporting.
- Conducted data analysis and provided reports to support decision-making processes.
- Coordinated data collection and monitoring activities for literacy programs.

### System Development Expert

Ministry of Education (2022 - September 2023)

- Worked as a System Development Expert to develop, improve, and maintain information systems.
- Designed and implemented solutions to automate administrative processes.
- Collaborated with other teams to ensure the successful integration of systems.

- Provided technical support and troubleshooting for system-related issues.
- Conducted training for staff on system use and best practices.

## Data Analyst

MgtWell (September 2023 - Present)

- Analyzed large datasets to identify trends, patterns, and actionable insights.
- Developed and maintained dashboards and reports for internal and client use.
- Provided data-driven recommendations to support strategic decision-making.
- Ensured data integrity and accuracy through regular audits and validation.
- Worked closely with cross-functional teams to enhance data utilization across the organization.

## Skills

- Data Management and Analysis
- System Development and Integration
- Statistical Analysis and Reporting
- Data Visualization and Dashboard Creation
- Proficient in Python, SQL, Excel, and data analysis tools
- Excellent communication and collaboration skills
- Project Management and Team Leadership

## Certifications

- Data Analysis and Visualization – Coursera
- System Development Training – Ministry of Education

## Languages

- Pashto (Native)
- Dari (Fluent)
- English (Fluent)

## References

1. Navid Ullah Asadzai

Head of M&E Department @ MgtWell Consulting Services

Mobile: (+93) 74 453 6761

Email: n.assadzay@mgtwell.com