

Cover Letter

Dear Sir/Madam:

Please accept this letter and the accompanying resume as an expression of my interest in a position with your organization. As my resume indicates, I would then like to begin employment with an organization in which my effective performance will be met with recognition and growth. I have acquired a sound overall knowledge of leading edge with emphasis on problem solving of offices and other management areas of work. I am proficient in the use of various new technological solutions. Additionally, I have been working with other organizations.

My personal attributes include leadership and sound judgment as well as creativity, analytical and troubleshooting skills. I interact productively with people from diverse backgrounds. I have a career history of achieving employment goals. I have a history of quality work carried to timely completion. I am certain I could make significant contributions to your organization, and I would welcome the opportunity to meet with you to discuss how my education and abilities might best be employed by your organization.

Thank you for your consideration. I look forward to your response.

Sincerely Yours

Sohrab Qayoume

Email Add: Sohrabqayoume2525@gmail.com

Mobile No: +93-(0) - 0791951330, +93-(0)-782344772

Sohrab Qayoume

Email: Sohrabqayoume2525@gmail.com

Contact No: +93-(0) - 0791951330, +93-(0)-782344772

Address: District#9, Kabul, Afghanistan

OBJECTIVE:

Dedicated and motivated with experiences want to work in your organization which believe in professionalism and development of the individual and encourages sustained contribution where I get the chance to utilize and enhance my technical know-how and abilities.

PERSONAL INFORMATION:

Father's Name: Haji Qayoum

Date of Birth: 1994/10/10

Gender: Male

Marital Status: Single

Nationality: Afghan

ACADEMIC QUALIFICATIONS:

- | | |
|---|------|
| ➤ B.Law (Bachelor of Law) Mashaal University, Kabul , Afghanistan | 1397 |
| ➤ Abdul hadi dawi High School. Kabul, Kabul City | 1391 |

WORK EXPERIENCE:

Organization: MaiwandBank, Kabul, Afghanistan

Designation: Finance Officer

Location: Kabul, Kabul city, Afghanistan.

Period: 1391 to 1393

TECHNICAL SKILLS:

Typing Master:

40 Words per Minute Speed in Typing English Dari and Pashto.

Office and Accounting Software

Microsoft Office

Database:

Ability to work MS Access and Mailing using Outlook.

Operating System:

Windows (98, 2000, XP, Vista, 7, 8, 10) and Mac IOS.

PERSONAL SKILLS:

- **Communication** – being able to listen/talk to people in a constructive manner
- **Interpersonal** – The way you relate and interact with others
- **Numerical** – being able to handle numbers, math's, estimations, etc.
- **Analytical** – being able to give meaning to data, analyses information
- **Problem-solving** – being able to offer solutions to problems
- **Teamwork** – being able to work with other people to achieve a common goal
- **Leadership** – being able to take responsibility, lead/mentor others, etc.
- **Organization** – being able to meet deadlines, plan and schedule tasks, etc.

LANGUAGES:

Languages	Read	Write	Speak
Pashto	Excellent	Excellent	Excellent
Dari	Excellent	Excellent	Excellent
English	Very Good	Very Good	Very Good
Hindi	Poor	Poor	Excellent
Urdu	Excellent	Good	Excellent

REFERENCES:

Fawad Qasimi

Senior Website and System Developer

TAF, Kabul Afghanistan

Phone: +93-(0)-791183557

E-Mail: fawad.qasimi131788@gmail.com