

Dated: , 2024

**Cover Letter**

**Subject: Application for the post of ( )**

**Vacancy No: (29305)**

**Location : (Pole-e-khumry)**

Dear Sir, Faiz Rahman Akhundzada

I come with almost Six years of work experience with different Organizations and Private companies. I have a B.FBA degree in Computer Science Faculty, with good academic background with good command over computer.

You will find enclosed with this letter a copy of my resume, which will provide you more information on my background, work experience and qualification, which would be a good picture related to your projects and programs related activities, enabled me to contact a great development project through my related community experience. I would welcome any opportunity to talk with you further about the position mentioned above. Please do not hesitate to contact me at any time at the number listed on my resume.

I am looking forward to hear from you on this opportunity;

Sincerely yours,

**Faizrahman Akhundzada**

**Email: Faizrahmanakhundzada66@gmail.com**

**Phone #: 0702129305 /0707586566**

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# Curriculum Vita

## RESUME

### Faizrahman Akhundzada

E-mail: [Faizrahmanakhundzada66@gmail.com](mailto:Faizrahmanakhundzada66@gmail.com)

Mobile # : 0702129305 / 0707586566

Address: Baghlan, Afghanistan.

Father Name: **Gul muhammad**

Date of Birth: 14-04-2001

Sex: **Male**

Nationality: **Afghan**

Marital Status: **Single**

## Qualifications

Degree/Certificate <b>B.FBA</b>	Computer science faculty of Baghlan University	2021-2024
Baccalaureate Certificate	Said Abad high school	2008-2020

## Professional Summary

Excellent experience working with different organizations which enables me to apply my skills for the development of the country in each organization, I have excellent communication and interpersonal skills with the abilities to function as a member of a team as well as having very good supervisory skill and to represent the organization at higher level.

I believe I have the skills, qualities and enthusiasm you are looking for, which along with my adaptability and willingness to learn that it will enable me to successfully meet all the challenges of the position and provide the solutions you need.

## Key Competencies

- ✓ Excellent interpersonal skills with years of experience in dealing with people from diverse backgrounds and in team building.
- ✓ Excellent organizing and project management skills
- ✓ Excellent strategist and visionary in key development fields
- ✓ Strong leadership skills with the proven ability to get people on board

- ✓ Extensive experience in project management and contract administration
- ✓ Familiar with procurement procedures of major international financial institutions and donor.
- ✓ Excellent creative and investment management-related writing and editing skills.
- ✓ Excellent time management skills with sense of urgency
- ✓ Good spoken and written communication skills in English, with experience in writing,
- ✓ Providing support in implementing and preparing written reports where required.
- ✓ Fluent in both local languages i.e. Pashto, Dari.
- ✓ High level computer skills.

## Work Experience:

- From July-2024 up to now I have been working with New Kabul Bank as **Teller.**

### Main Duties:

- ✓ Handle transactions for customers, including check cashing, deposits, withdrawals, Transfers, loan payments, cashier's checks and opening and closing of accounts.
- ✓ Identify customer needs, provide information on new products and services, and direct customers to branch representatives as needed.
- From April-2022 up to June-2024 worked with YETIMLER VAKFI Community as **Payroll Manager.**

### Main Duties:

- ✓ Prepare reports for quarterly, yearly and weekly reports.
- ✓ Review and abide by company policies and procedures.
- ✓ Resolve payroll errors.
- ✓ Manage payroll staff.
- ✓ Paying salaries for employees.
- ✓ Tax deductions.
- ✓ Generate payroll reports and ensure financial confidentiality.
- ✓ Other related issues of financial.
- From Feb-2020 up to March-2022 worked with Jami Complex Institute as **Administration Manager.**

### Main Duties:

- ✓ Manage data in spreadsheets and reports.
- ✓ Keep records and reports up to date.
- ✓ Help maintain the budget plan.
- ✓ Organize and schedule meeting and events.
- ✓ Supervise other staff and delegate responsibilities.
- ✓ Handle technical issue in their area of expertise.
- ✓ Carry out clerical duties, including answering phones and preparing document.
- ✓ Recording and retrieving financial entries from the financial database.

- ✓ Reconciling account balances, preparing invoices and receipts.
- ✓ Maintaining the payroll.
- ✓ Checking and correcting the accounting computation, running reports and performing other routine accounting activities.
- ✓ Other related issues of financial.
- ✓ Other duties assign by project managers.

- From March-2017 up to March-2019 worked with Sultan Mahmood Ghaznavi Private University as **Data Entry Officer.**

#### Main Duties:

- ✓ Entering customer and account data from source documents within time limits.
- ✓ Managing data and keeping it organized.
- ✓ Keep data in order so that it is easily accessible at any time.
- ✓ Transfer data from paper formats into database systems.
- ✓ Type in data provided directly from customers and other parties.
- ✓ Create and manage spreadsheets with large numbers of figures.
- ✓ Verify data by comparing it to source documents.
- ✓ Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- ✓ Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

### Computer Skills:

- **Windows 7, 8, 8.1 and 10**
- **Microsoft Office (2003 – 2021):**
  - ✓ MS Word
  - ✓ MS Excel
  - ✓ MS PowerPoint
- **DIT**
- **HTML**
- **CSS**
- **JAVASCRIPT**
- **PH**

### Other Skills:

- Have experience to do team work.
- Preparing Effective Reports and Proposal.

- Ability to travel in my homeland Afghanistan.
- Ability to work with field staff in a way that develops teamwork.
- Can use different office machines such as Fax, photocopy, scanner and others.
- Typing in Pashto, Dari and English.

## Personal Characteristics

- Self-Motivated & able to take initiative.
- Able to adjust in different Environment.
- Studious & confident.
- Organizing capacity.

## Language Skill

S/No	Language	Read	Write	Speak
1.	Pashto	Native	Native	Native
2.	Dari	Excellent	Excellent	Excellent
3.	English	Excellent	Excellent	Excellent
4.	Urdu	No	No	Good

## References:

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