**APPLICATION LETTER**

**Add:** Ahmad Shah Baba Mena

sayedakhlaqyar@gmail.com

**To: Etisalat Call Center**

Date: 20-Jully-2022

Dear Sir,

## I am writing to apply for which you are currently seeking to fill through your recruitment in the **Facebook.com/ And Job.af.** Enclosed is my resume, which describes my academic and professional experiences to date. As my resume details,

I have significant experience in **Graphic Designing** and **Web Designing**. I have completed several courses, MOUSE PACKAGE, DIT, Business Related Short Program Learned, English Courses, Basic Accounting, and many more Business Communication Skills.

## I believe that my academic background along with my professional experiences provide a solid foundation for your **Graphic Designer** Thank you for your time and consideration. I look forward to speaking with you in the near future.

**Yours Sincerely,**

**M. Saeed “Akhalq Yar”**

**0780152015**

Curriculum Vitae

Personal Information:

Name: M. Saeed “Akhlaq Yar"

F/Name: M. Yousuf

Sex: Male

Place of Birth: Nangarhar

Cell No: 0780152015 - 0706248805

Email: sayedakhaqyar@gmail.com

**Qualification Background:**

* 12th Class Graduated High School from **Hazrat-Ibrahim-Khalilullah** in 2019.
* Graduated from **DEL** program from **IELI (International English Language Institute)**
* Graduated from **CIT** from **M.Tech**
* Graduated from **DIT** from **M.Tech**

**Professional Experience:**

* Developed graphic design projects (**brochures, catalogs, presentations**)
* Having professional experience of using Graphic Software’s like (**Adobe Xd, Figma, Corel Draw 2019, Adobe Photoshop)**
* Taught English as a Teacher for 1 year at **Bright Future Educational Center**
* Taught English as a Teacher for 6 months at **Waak Educational Center**
* Computer Teacher at **Nibras High School** for 3 months
* And work as a **Sales man** for 1 year

**Computer Skills:**

* Professional Web Designing with Content Uploading
* HTML5, CSS3 and JavaScript
* Word, Excel, PowerPoint, Internet
* Expert in MS Excel with formulas
* Advance Excel Program + Accounting Base
* English Typing Skill
* And also have a little experience in **React Js** Programming Language Framework

**English Language Skills:**

* Advance English communication skills
* Completed **T&T (Talk and Talk)** In **Muslim** in 2022
* Completed Special Speaking in (**Let`s Talk)** in (**IELI as International English Language Institute**)

**Languages Capabilities:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Languages** | | | | |
| **Speaking** | | **Writing** | **Listening** | **Reading** |
| Pashto | Excellent | Excellent | Excellent | Excellent |
| Dari | Good | Excellent | Excellent | Excellent |
| English | Excellent | Good | Excellent | Excellent |
| Urdu | Excellent | Excellent | Excellent | Excellent |

References:

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| --- | --- | --- | --- | --- | --- |
| **S.No** | **Name** | **Job Location** | **Organization** | **E-Mail Address** | **Mobile No** |
| 1 | Haroon Khan | Kabul | **AJPI Packages Industry** | **Haroonkhan98807@gmail.com** | **0782507451** |