

Cover letter

To:

Position:

Date:

Dear Hiring Manager,

I am writing to express my interest in the open position at your company. As a recent graduate with a degree in Computer Science, I am confident in my abilities to contribute to your team.

During my studies, I gained experience in programming languages such as Java, C++,php,C sharp, java script and Laravel. I also developed skills in database management and web development. I am eager to apply these skills in a professional setting and continue learning and growing as a developer.

I believe that my technical knowledge, attention to detail, and strong work ethic make me a strong candidate for this position. I am excited about the opportunity to contribute to your company and learn from experienced professionals.

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

Sincerely,



Dina Quraishi



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Resume

PERSONAL INFORMATION:

Dina Quraishi

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OBJECTIVE

To get an opportunity in form of a job, and to work collaboratively with the team to secure challenging position as a software engineer in a dynamic organization that values innovation, creativity an excellence in software development. Additionally, I aim seeking to utilize my technical expertise, problem solving skills, and passion for coding to contribute to the success of the company.

WORK EXPERIENCE

- **As internship in department of finance in ministry of women in 2019 to 2020**
 - I engaged in learning and supporting the finance department in applying policies and procedures including documents scanning, filling and supporting the monthly closing.
 - Creating and applying a marketing strategy to promote the hotel's serveses and amenities.
 - Coordinating with external parties, including suppliers, travel agencies, and conference planners.
 - Evaluating hotel performance and ensuring compliance with health and safety rules.
 - Partaking in financial activities, including establishing room rates, setting budgets, and assigning funds to departments.
- **AS FINANCE OFFICER SHEKIB RASOUL TECHNICAL SERVICES COMPANY (SRTS) 2020 TO 2022**
 - Develops and maintains financial systems.
 - Plans, directs, and controls accounting and financial.
 - Operations. Prepares reports and documents covering.

- Accounting transactions for management review. Ensures
- Those accurate records are kept by standard practices.
- Better team logo.
- Keeping accurate records for all daily transactions.
- Preparing balance sheets.
- Prepare monthly, quarterly and annual financial reports.
- Track bank deposits and payments.
- Prepare monthly, quarterly and annual finance reports.
- Assist with budget preparation.
- **Ork as international purchase officer in Baheer Groups from (March 2023_ March 2024)**
 - Receiving products. Procurement officers are also responsible for tracking products correctly. They check the quality of the materials or goods and communicate with the vendor if problems occur.
 - Compare and evaluate offers from suppliers.
 - Track orders and ensure timely delivery.
 - Review quality of purchased products.
 - Enter order details (e.g. vendors, quantities, prices) into internal databases.
 - Research from amazon and Alibaba and other supplier and also work with.
 - Wholesale from UK and China and Europe.
 - By products after searching and sell on amazon

EDUCATION AND TRAINING

2019-2022	Bachelor in Computer Science _ Rana University_ Afghanistan
2018	HIGH SCHOOL _ MARIAM_ Afghanistan
2019-2020	Diploma in English language (DEL) Iman English educational center.
2016-2018	Studied Computer related programs like Microsoft Office (Excel, Word, PowerPoint, Access) Iman educational center.

CORE QUALIFICATION

✱ technical skills:

- HTML
- Bootstrap
- CSS JavaScript
- PHP
- Laravel
- C++
- Java
- System analysis
- Database management

COMPUTER SKILL

- Fully familiar with Office package and internet-based programs.
- Online essential (Google, YouTube, Gmail, Outlook, ...)
- Installing programs and configuration, internet software, scanning software, CD burning, antivirus knowledge, adobe, and others.
- Typing in Pashto, Dari, and English languages.

MATHMATICS SKILL

- Accounting
- Algebra
- Advance Algebra
- limits
- Derivations
- Integral

ACHIEVEMENS

- **Receiving multiple Certificates** from Rana University due to great performance.

LANGUAGE SKILLS

OTHER LANGUAGE (S)	NATIVE OF Dari				
	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Pashto	Excellent	Excellent	Fluent	Fluent	Excellent
English	Excellent	Excellent	Fluent	Fluent	Excellent
Urdu	Excellent	Excellent	Fluent	Fluent	Excellent

STRENGTHS

- ✓ Honesty & loyalty in high esteem.
- ✓ critical & analytical thinking capacity.
- ✓ Self-motivated, and able to work within a team and as a team leader.
- ✓ Able to control sudden change in the situation.
- ✓ Creative thinker.
- ✓ Problem-solving and analytical talent.
- ✓ Multi-tasking capability with strong ability to plan and manage the complex project under aggressive timeline.
- ✓ competitive analysis skill with experience in data- collection.
- ✓ Leadership skills.
- ✓ Team player.
- ✓ Attitude and spirit, and natural ability to establish consensus among the cross-functional lines.

REFERENCES

Mohammad Wahid Noori

Former Director General of International and Cultural Relations of the Ministry of Education, through the free competition

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