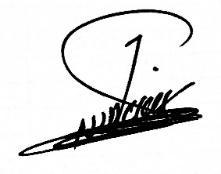
**Cover letter**

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

+93 (0) 78 315 6465 / +93 (0)79 889 8955

[Quraishidina7@gmail.com](mailto:Quraishidina7@gmail.com)

+93 (0)79 889 8955

**Resume**

|  |  |
| --- | --- |
| **PERSONAL INFORMATION:** | **Dina** **Quraishi** |
|  | |
|  | Current: Qala-e-fatullah 2nd street Kabul Afghanistan |
| +93 (0)78 315 6465  +93 (0)79 889 8955 |
| [Quraishidina7@gmail.com](mailto:noorhashimi@gmail.com) |
|  |
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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. English

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 analaysis
* 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.

|  |  |
| --- | --- |
| ACHIEVEMENS |  |

* **Receiving multiple** Certificates from Rana University due to great performance.
* **Completed laravel framework** training from March 12,2022 to March 17,2022.
* **Completed Micro soft azure**  training from March 12,2022 to March 17,2022.

|  |  |
| --- | --- |
| LANGUAGE SKILLS |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Native of | **Dari** | | | | |
|  |  | | | | |
| Other language (s) | 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

Mob: 0093729125833

Email: Wahidnoori3@yahoo.com

Shekib Rasoul

HR

Mob: 0093729434444

Email: benafshahaidari.123@gmail.com