

# **Job application**

(Cover letter)

Dear sir/ Madem!

I have been informed through your vacancy announcement that you are seeking applications for the position of « IT » at your office. With due respect, I am offering myself as a candidate for the position and submitting my application for your consideration. Please also find attached my CV which provides you details on my personal profile. I would appreciate if you would kindly give me an opportunity to explain my qualifications and experiences during an interview. If you require any more information, please don't hesitate to contact either me or my references .

Thanks for your kind anticipation.

You're faithfully

Phone: +93(0)778021652

E-mail: [alihussainrahmani@yahoo.com](mailto:alihussainrahmani@yahoo.com)

## APPLICATION !

Application For the post of : IT

I hope you are fine and healthy!

I have send CV.

Could you please provide me an opportunity for an interview in order to prove my suitability and define my capacity building for that post that I want to join now so, the supporting documents will be handed over during interview for your further information. Thanks in advance for your co-operation in this regard.

Thanks,

Respectfully yours,

Ali Hussain "Rahmani"

0778021652

## CV

**Name** Ali Hussain 'Rahmani'  
**Address** Parwan Afghanistan  
**Present add** Kabul Afghanistan  
**Date of Birth** 05/08/1991  
**Mobile** 0778021652 / 0780523296  
**Email add** [alihussainrahmani@yahoo.com](mailto:alihussainrahmani@yahoo.com)



## OBJECTIVE:

I would like to join an organization where I can provide services, my special aim is to merge my strategy based on the organization's rule and regulation and honestly. I am sure that if I selected by your organization I promise that I will try my best work honestly.

My Specialization is networking and I want to apply in this field in order to work and make my bests.

## EDUCATIONS:

Date:

**(2000-2012):** Shahid Zolfaqar High School, Parwan Afghanistan. Percentage of 3 years (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>): 95.53%.

**(2013-2014):** Cambridge Higher Education institute with (TOFL &DEL).

**(2014-2015):** Behzad Higher Education Institute of Special Conversation Class.

**(2016):** Aptech Institute in Local Area Network and Wide Area Network (LAN & WAN)

**(2016):** InfoTech Kamgar Institute with (CCNA) Routing and Switching.

**(2012-2016):** Kabul Education University Computer Education and Information Technology Faculty (IT).

## SKILLS:

A+ (computer hardware).

N+ (Network +, Networking Essentials).

CCNA (Cisco Certified Network Associate, Networking Technology and Devices).

CCNA (Routing & Switching) as a Proficional.

RHCE (Red Hat Linux - System and Network Administration).

**Networking:** Cisco Router, Cisco Switch, Network Management, Switching, Routing Remote Access, Computer Hardware, Network Hardware, RHCE (Red Hat Linux System and Network Administration), CCNA, N+, A+....

**Programming:** Web. C++, DBMS, Java, PHP, HTML, XML, CSS, JavaScript

**Database:** DBMS: SQL, MySQL, MS Access and SQL server.

**Operating Systems:** MS Windows 7,8,10 /Server 2008, Ubuntu and Red Hat Linux.

**Computer Programs:** Ms. Word, Ms. Excel, Ms. Access, Adobe Audition ....

## LANGUAGES:

	<b>Speaking</b>	<b>Understanding</b>	<b>Writing</b>	<b>Reading</b>
<b>Dari</b>	Excellent	Excellent	Excellent	Excellent
<b>English</b>	Excellent	Excellent	Excellent	Excellent
<b>Pashto</b>	Excellent	Excellent	Excellent	Excellent

## WORK ABILITY:

- ✓ Able to do work in hard competition.
- ✓ Able to do work with every nation.
- ✓ Having the abilities with group working.
- ✓ Able to participate in different meetings as a member of organ.
- ✓ Ability to effectively communicate information to the public.
- ✓ Honest, self-motivated, responsible, flexible and able to work independently
- ✓ Willing to work long hours when needed.
- ✓ Willing come on time all days.
- ✓ Eagle to work in provincial agencies of organization.

## WORK EXPERIENCES:

### **Job Title: IT &Computer Trainee**

**NCYO:** IT &Computer Trainer.

**Duty Station:** Kabul, Afghanistan.

**Duration:** Oct 1, 2017 – up to now.

### **Job Title: English and Computer Teacher**

**Excellent Educational Center (EEC):** English Language, Computer & Science Academic Center.

**Duty Station:** Kabul, Afghanistan.

**Duration:** March 1, 2015 – October 14, 2017.

## REFERENCE:

M. Naim Nazari, Director of Civil Society & Human Rights Network (CSHRH).

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