

COVER LETTER

Name: Ahmad Saeed Otman Khail

Email Address: Otmankhail666@gmail.com

Subject: Application for

Dear Sir/Madam

Please find attached my CV in support of my application for the position of -----
----- with your company.

Having studied the job description, I strongly believe that I have the necessary skills, qualities and attributes to perform the role to your high standard. I am trustworthy, smart working, professional and loyal and feel I would be a great asset to your company.

I would very much like the opportunity to prove my qualities to you at interview and I can be contacted on phone number or email.

I have good management and marketing skill plus I'm well experienced with the fields of finance and accounting. I have good management skill, having good time management, having unique way of work, having good productivity and result.

In short, eager to take on my next challenge, I would say that I am the most committed, skilled candidate for this position and would be happy to discuss my skills and expertise further through an interview in regards to the position. I would be grateful if you consider me as a candidate and give a chance to set in Interview.

Yours faithfully,

Ahmad Saeed Otman Khail

AHMAD SAEED

Address: district 5, Kabul, Afghanistan

Email: Otmankhail666@gmail.com

Tel: 0093-786444776

CAREER OBJECTIVE:

A fresh graduated from BBA department having already 3 years professional experience with finance and accounting. I am highly passionate and determined person who can be relied upon to carry out a competent and professional job. I understand that both customers and clients are crucial to an organization success and I can be trusted to carry out my duties professionally and diligently whilst representing your company in a positive manner. Finally, I am dedicated and flexible person who, I believe, would be a valuable asset to your team and your organization.

PROFESIONAL WORK EXPERIENCE:

Organization	From	To	Designation
Afghanistan strategic and policies studies organization (Kabul)	March-2019	June-2020	Assistance Finance officer (Part time)
I was responsible for the following responsibilities: <ul style="list-style-type: none">➤ Maintaining proper record of all financial transaction.➤ Preparing and organizing the attendance for staff.➤ Inserting daily, weekly and monthly report.➤ Control Bank Reconciliation.➤ Record of daily petty cash book cash book.➤ Preparing salary sheet and paying staff salary.➤ Preparing purchase request from.➤ Record proper Expense voucher.➤ Preparing daily weekly and monthly summary sheet.➤ Control of Bank Reconciliation Statement.➤ Update financial spreadsheets with daily transaction.➤ Prepare balance sheet.➤ Track and reconcile bank statements.➤ Create cost analysis reports.➤ Support monthly payroll and keep organized.➤ Record accounts payable and account receivable.➤ Process invoices and follow up with clients, suppliers and partners as needed.➤ Provide administration support during budget preparation.➤ Participate in quarterly.			

Organization	From	To	Designation
Masood Mustafa Curative Children hospital (Kabul)	June-2017	Jan-2019	Accountant

I was responsible for the following responsibilities:

- Managing the cash counter.
- Inserting daily, weekly and monthly report.
- Control Bank Reconciliation.
- Record of cash book.
- Preparing salary sheet and paying staff salary.
- Preparing purchase request from.
- Getting cash request to director for expense.
- Record proper Expense voucher.
- Preparing daily weekly and monthly summary sheet.
- Control of Bank Reconciliation Statements.
- Prepare assets, liability and capital account entries by compiling and analyzing account information.
- Document financial transaction by entering account information.
- Recommend financial actions by analyzing accounting options.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.
- Substantiate financial transactions by auditing documents.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Communicate with manager on work status and client issues that arise.

UNPROFESSIONAL WORK EXPERIENCE:

Organization	From (Date)	To (Date)	Designation
Self-business (Kabul)	April-2020	May-2022	Mobile software Engineer
I was responsible for the following responsibilities: <ul style="list-style-type: none"> ➤ Bypass Google account with computer tools. ➤ Reprogramming mobile phones with programming applications. ➤ Bypass an iPhone apple ID ➤ Writing and printing documents. ➤ Selling movies and Music. 			

Organization	From (Date)	To (Date)	Designation
Service Shoes Ltd (Peshawar)	April-2015	Sep-2016	Shop centre Manager
I was responsible for the following responsibilities: <ul style="list-style-type: none"> ➤ Responsible for Cash and Stock ➤ Analyzation of new designs and products ➤ Prepare daily/weekly/monthly reports ➤ Daily Journal and cash book with accountant. ➤ Handle and deals with customers carefully. ➤ Bank Reconciliation with accountant. ➤ Identity customer needs and wants in a market ➤ Preparing salary sheet. ➤ Ordering, Recording and managing inventory. ➤ Motivating employees to reach sales goals and provide excellent appealing. ➤ Handling customers' complaints. ➤ Managing and accounting for all money handling procedures. ➤ Ensuring all staff adhere to safety standards, company policies and procedures. ➤ Addressing employee disputes, questions and concerns. ➤ Preparing employee work schedules. ➤ Recommend different employee to the company recruiters to hire them. 			

ACEDMIC QUALIFICATION:

Bachelor of Business Administration (BBA) Maryam University (Kabul, Afghanistan) Ministry of higher education of Afghanistan Marks 93%	From (Date) 2018	To (Date) 2022
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Higher Secondary School Certificate (HSSC) New Islamia Public School and College Board of intermediate and Secondary Education Grade B	Year (Date) April, 2017
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Secondary School Certificate (SSC) Hira Model School (Charsadda, Pakistan) Board of Intermediate and Secondary Education Peshawar Grade A1	Year (Date) March, 2015
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One Year Higher Diploma in Computer Science Frontier College of Information Technology (Charsadda, Pakistan) Board of Technical Education Peshawar Grade A
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SKILLS:

COMPUTER SKILLS: <ul style="list-style-type: none">➤ MS-DOS, MS window, MS word, MS Excel, MS Access, MS Power Point.➤ Visual basic, C++ programming, HTML and Oracle.➤ Data Structure, Troubleshooting.➤ Project management software.➤ Good typing speed about 45wpm.➤ Well experienced with the use of Internet.➤ Proficiency in MS office tools and web search tool.➤ SAF➤ Digital marketing➤ Quick book

GENERAL BUSINESS SKILLS: <ul style="list-style-type: none">➤ Having good time management.➤ Having good marketing skills.➤ Ability to deal with people, diplomatically.➤ Having good marketing knowledge and skills.➤ Ability to read the country's economy.➤ Having an entrepreneurial approach to every idea.➤ Communication and networking.➤ Critical thinking while solving problem.➤ Strong understanding of principles of business administration.➤ Excellent managerial qualities.➤ An understanding of economics.➤ Data analysis Skills➤ Financial Accounting skills.➤ Cost accounting Skills.

- Having good negotiations with people.
- Having strong managerial skills.
- Having good leadership skills.
- Emotional Intelligence.
- Decision making skills.
- Having good networking with professional people.

Languages			
English	Pashtu	Dari (Persian)	Urdu
Advanced	Advanced	Mid-Range	Mid-Range

INTERESTS AND HOBBIES

- Volunteering and community
- Learning Languages
- Travel
- Playing different physical sports
- Reading
- Playing Strategic game

PERSONAL INFORMATION:

Name	Ahmad Saeed Otman Khail
Date of birth	1 st march, 2000
Place of birth	Baghlan, Afghanistan
Relationship status	Single
Nationality	Afghan

REFERENCE:

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I hereby declare that the above written particulars are true to the best of my knowledge and beliefs.