

# COVER LETTER

**To: Moore Afghanistan**

**From: Mohammad Deedar Atmanzai**

**Vacancy: 0685**

**Applying for the Position of: Village Survey Enumerator**

**Location: Laghman**

**Dear Hiring Manager,**

I am applying for the position in your esteemed organization, given the opportunity, I would make a profitable contribution to your organization. I would like to find an enjoyable job at progressive organization, having result oriented approach and potential to grow by self-motivation and interactive with work experience which introduces me to the workplace, and allows me to further my education.

At your convenience I'd appreciate the opportunity to discuss the position and my candidacy with you and thanks for the time you take to review my application and look forward to future discussions concerning this position. I can be reached at **+93773635721/+93731230415** Once again, I thank you for your consideration.

Sincerely Yours,

***Mohammad Deedar Atmanzai***

# Curriculum Vitae

## Contact Information:

- ⇒ **Current Address:**
- ⇒ Qarghyi District Laghman, Afghanistan
- ⇒ **Permanent Address:**
- ⇒ Qarghyi District Laghman, Afghanistan
- ⇒ **Mobile; +93773635721/+93731230415**
- ⇒ **E-mail add: N/A**

## Personal Information:

Full Name: \_\_\_\_\_ Mohammad Deedar Atmanzai  
F/Name: \_\_\_\_\_ Said Ahmad  
Date of Birth: \_\_\_\_\_ 2000  
Native Language: \_\_\_\_\_ Pashto  
Gender: \_\_\_\_\_ Male  
Marital Status: \_\_\_\_\_ Married  
Nationality: \_\_\_\_\_ Afghan  
ID Number: \_\_\_\_\_ 15677313

## Objective:

To be an active and efficient team member of any organization serving the people of Afghanistan and to serve any countryman through joining such an organization.

## Education:

- Bachelors (**16<sup>th</sup>**) Degree from **Nangarhar University**, Faculty of **economy** Departments of Business administration, Nangarhar; accomplished in (2024).
- High school (**12<sup>th</sup>**) Degree from Charbagh Boys High school; accomplished in **2018**.

### *Special courses:*

- ✓ Completed MS office program at (LLC) Laghman Province in 2018.
- ✓ Graduated from (Kabul Azrakhsh English language academy) at Laghman Province in 2020.

### *Computer skills:*

- MS Windows
- MS office
- Hardware/ Software
- Rapid English, Pashto and Dari typing
- Internet

### *Works experience:*

- ⇒ Worked as **Computer Teacher** with **Meli Educational Center**, Nangarhar, Afghanistan, (for one year).
- ⇒ Worked as Survey with **ORCD** organization, Laghman Province from 2023 up to 2024.

### **Other Skills:**

- Excellent method for teaching.
- Excellent method for Advertisements.
- Excellent Method for Management.
- Excellent Method for Administration.
- Excellent communication and interpersonal skills
- Ability to work independently and in a team environment.
- Excellent Method for Controlling
- Hard working and honest
- Ability to work under great pressure
- Problem solving skills

### **Skills:**

- ✓ Able to handle highly skill work under hard pressure and tackling.
- ✓ Excellent skill of Arranging Meeting, Organizing and Workshop.
- ✓ English, Pashto, Dari Communication Skills.
- ✓ Ability to work under pressure.
- ✓ A quick and good learner.
- ✓ Able to work in team efficiently.
- ✓ Good presentation skills.
- ✓ Self-motivated.
- ✓ Possess strong problem solving skills.

## Personal Skills and Abilities:

- Ability of working independently as well as team members.
- Ability to stork in a multicultural environment.
- Ability to communicate effectively both orally and in writing.
- Self –motivated and hard working.
- Effective report writing.
- Being self –starter and able to work with minimal supervision.
- Mature personality with good interpersonal skills.
- Excellent Written and verbal communication.

## Language Skills:

<i>language</i>	<i>Speaking</i>	<i>reading</i>	<i>writing</i>	<i>Listening</i>
<i>Pashto</i>	<i>Excellent</i>	<i>excellent</i>	<i>excellent</i>	<i>Excellent</i>
<i>Dari</i>	<i>Excellent</i>	<i>excellent</i>	<i>excellent</i>	<i>Excellent</i>
<b>English</b>	<b>Good</b>	<b>Good</b>	<b>Good</b>	<b>Good</b>

## References:

Danish: Head of Department of the Mili academy  
Mob: 0766749032

**Tayyib Laghman: Head of English Department in the Danish English institute**

**Mob: 0784813079**