Add: Farah Afghanistan

Contact No: +93799661592 /0702322092

Email: najibtalash11@gmail.com

COVER LETTER

### To:

Date: 1/2023

Dear Sir/Madam,

In response to your advertisement here I feel myself enough capable to apply for the post of Nursing to offer my services to your esteemed organization and sharp my abilities there, as I am graduated from Lamar institute of health sciences in Farah Afghanistan.

Beside, having institute studies I have studied some different courses such as computer and English, languages.

Seeking a challenging opportunity to demonstrate my skills and abilities and attain experience and knowledge in an organization, which work on scale offering scope for career growth and professional development. My attached CV provides full details of my skills and academic qualifications, which I trust will prove my eligibility for an interview where I could further express me. I will be looking forward for your kind reply and hope to have a chance to be called for an interview.

Thanks from your time and consideration.

Sincerely Yours,

Najeebullah Talash

# Curriculum Vitae

1. **Personal Information:**



First Name: Najeebullah

Last Name: Talash

Date of birth: 1988

Sex: Male

Nationality: Afghan

Address: District #4, Farah, Afghanistan

Phone: +93(0) (799661592)/ 0702322092

Email Address: [najibtalash11@gmail.com](mailto:najibtalash11@gmail.com)

1. **Summary/Objective:**

I have a degree and profound knowledge in **Nursing**. I am looking for a job where in I could be challenged and improve my skills and careers in above fields of activities.

1. **Education:**

**Part A- (Nursing Degree)**

* + - **2020** **to 2023: Nursing Lamar institute of health sciences in Farah Afghanistan.**

**Part B- (computer skills)**

**- 2013 to 2014: Microsoft Office at Challenger Institute, Peshawar Pakistan.**

**Part C- (English language skills)**

* + - **2011 to 2013: Diploma in English Language, KELC “Kabul English Language Center” Peshawar Pakistan.**

**Part D- (High school)**

**1997 to 2009: khwaja Abdullah baidaar High School, Farah, Afghanistan.**

1. **Overall view of subjects:** 
   * Health services.
2. **Computer programs:**
   * Quick Book
   * MS Office Package (word, excel, PowerPoint)
   * Windows XP, Vista and Windows 7
   * I also can use other office equipment like photo state, printing and scanning.
   * Excellent Presentation/communication skills and good management.
   * Able to work in team and manage the team.
   * Willing to work in remote.
   * IT skills
   * Team Work
   * Multiple culture region
   * Self Confidence
   * Numerical skills

1. **Experience:**

**Project Admin/Finance / GRBCC “Gajgin Road Building &Construction Company;**

**From 01-Oct-2016 up to Jun -30- 2020**

**Practical worked at OPD Omari private hospital in Farah Afghanistan. From 2020 up to 2023**

**Duties and Responsibilities**

* Developing a weekly and monthly plan and implement the plans on time.
* Support the health services in developing and designing the awareness-raising Trainings and facilitate its implementation.
* Work with health services in provincial hospital Farah Afghanistan. .

### Convincing the staff to learn more and more about the customer service.

### anaging the operation of account with timely and accurate data entry.

### Replying to all queries of the customers courteously.

### Preparation of details, Reports and other information as and when called by CSO / BOM

* Verifying all voucher during the operation.



**6**

**. Trainings**

s

**Obtained**

Practical Worked in different parts as private and governmental hospital in Farah Afghanistan



**7**

**. Known**

**Languages:**



Dari

English

Pashto

Native

Native

Native

Speaking-100%

Reading-100%

Writing-100%

Speaking-95%

Reading-90%

Writing-90%

**8. References:**

1. Sami Roshan

Communication Officer at ICRC Farah

Contact: 0799091526

Email Address: sami.roshan02@gmail.com

1. Homayoon Sadiqi

Project Admin / Finance Officer at Help

Contact: 0798660440

Email Address: homayoonsadiqi440@yahoo.com