

Application letter

Muhammad Younas Sadat

Present Address: KPK, Kohat, Camp no.2

Cell Phone: +923329151702

E-mail: Muhammadyounasss.sadat@gmail.com

Respected Sir:

Through some reliable sources, I have recently found out that your prestigious office is to recruit some new employees, I am confident that I will be able to contribute positively toward the achievement of your Organization goals and objectives. You will find me a dedicated that strongly believes in the activities of Monitoring and Evaluation and achieving personal and professional excellence. Consequently, I am looking forward to hearing soon from you and appreciate in advance any given chance for an interview.

Please find the attached file of my resume for your further consideration.

With Best regard

Muhammad Younas Sadat

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Personal Detail:

Date of Birth	-----	1991
Place of Birth	-----	KPK, Kohat
Marital status	-----	Married
Nationality	-----	Afghan
Sex	-----	Male

Objective:

To make contribution in an organization develop my personal growth career development and to work in a competitive to achieve effective and step forward in my career

Experience:

2012 **Accountant in Ghazali public high school.**
2015 **English language and computer teaching in Al-Ketab high school.**
2011 **Computer teaching in Highlight English and Computer Academy.**
2012 Computer teaching in **Afghan Educational Complex.** Part time
2020 Ghamkool Camp no 3 **PSB 191** teaching as a **Community Teacher KPK**

Formal Trainings:

4/09/15- 6/09/15	Report Writing Course in Khurasan University
14/Jul/14 24/Jul/14	Accounting Training Workshop with USADI
01/Dec/14 04/Dec/14	Accounting Training Workshop with NICE
01/Jul/19 30/sep/19	Teacher Training at RITE male KOHAT
04/sep/20 06/sep/20	Research writing Training at Abasyn University Peshawar

Activity:

- Excellent Accounting ability.
- Carry out additional responsibilities and projects
- Preparing financial statements.
- requested/assigned if needed on weekends.
- Making daily report for the management office.
- Having good relation with internal and external clients, users.

Education:

Master in Management science (MS) at Abasyn University Peshawar.**2022**

Degree of (BBA) from Khurasan University 2015 With **Equivalency** of Pakistan **HEC**

Diploma in English language (**DEL**) from Khurasan University 2012.

Diploma Information Technology (**DIT**) from Khurasan University 2012.

Completed **DIT** Diploma from **Highlight academy in Pakistan** 2010-2011

Completed 10 months English Language Program from **Streamline Academy in Pakistan 2011.**

Level one of to Advance IRC (form **GTZ** 190 school) Pakistan 2003-2007.

Certificate in English language and computer form **Sabireena Academic center 2009.**

High secondary school from **Imam Abu Hanifa Higher Secondary School** from Pakistan 2007.

Graduated from **Sanad-u-Den Sadri High School** in 2010 in Afghanistan. Have **Equivalency** of Pakistan **IBCC**

Computer Knowledge:

- Windows 2000 Professional, Windows Xp, Windows7, Windows 8, Windows 10
- Ms Office Automation 2000, 2003,2010, 2016 & 2017-2020
- Adobe Photoshop,
- Adobe Illustrator
- Coral Draw
- Tally.Erp 9
- Tally Prime
- Quick Book 2021
- SPSS (Statistical Package For Social Science)
- Editor.
- U Lead Photo Express.
- Hard Ware.
- Typing.
- Internet (Blogging, Adsense, Google Ads, Freelancing, Work On Amazon, Google Analytic, Google Search Console)
- Installations Of All Software

Other Skills:

- Computer operating.
- Strong communication
- Office Management
- Projector operating.
- Printer operating.
- Scanner operating
- Typing in (English, Dari, Pashto)

Languages:

	Understanding	Speaking	Reading	Writing
Pashto	Native	Native	Native	Native
English	Excellent	Excellent	Excellent	Excellent
Urdu	Excellent	good	Excellent	good
Dari	Excellent	good	Excellent	good

Other Hobbies:

- Interest of Studying Books.
- Search for online client
- Browsing Internet to find more information.
- Watching TV.
- Sightseeing.
- Communication.
- Watching documents.
- Motivating youth to get education.

Reference:

Principal of Ghazali high School: Sir Najeebullah
Phone No. +93(0) 786435063

Principal of Al-Ketab high School: Sir Zubair Khan
Phone No. +93(0)78699079

MD of Afghan Educational Complex: Sir Sayed Wajid

Phone no. +93(0)782716007, 775800097