

Cover Letter

From: Farhad

To: UN

Duty station; Kabul

Vacancy No:

Jobs:

With Due Respect to qualification, I would like to apply in position of (**Admin/ HR Assistant**) in your office I wish my qualification will complete your requirement and give me the chance of interview in your office once Serve our Afghanistan people specially Balkh province Please select me for this post. I am confident and I am sure of my Experience and hard-working good performance will be complete your office requirement.

I am Looking forward of your kind cooperation.

Sincerely yours
Farhad Horyakhail

Add: Balkh Afghanistan

District #: Dahdadi District Balkh Province

Contact: #

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CURRICULUM VITAE OF "Farhad"Oryakhil"

OBJECTIVE:

Seeking a position in a successful organization, with an aim to contribute positively, towards the objectives of the organization, to the best of my capabilities, and to utilize my educational and experience excellence in a professional environment to get a sublime position in an organization.

Personal Information:

Name: Farhad
F/Name: Abdul Ghafar
Last/Name: Oryakhil
Date of Birth: 1989
Place of Birth: Mazar-e-sharif, Afghanistan
Resident of: Balkh, Afghanistan
Nationality: Afghan
Gender: Male
Marital Status: Male

PHOTO

PROFILE

A hard-working staff with experience in Finance officer, BRAC Organization Quick learner and able to use own initiative and work as part of a team. Proven Customer Services skills including: managing and motivating other staff to achieve organization objectives, good problem-solving skills, time management skills, fluent Language skills. Good communication, Computer Knowledge, negotiating skills & Ability to work on own initiative under pressure.

LANGUAGES

S/N	Speaking	Reading	Writing	Understanding
➤ Dari:	Excellent	Excellent	Excellent	Excellent
➤ Pashto:	Good	Good	Good	Good
➤ English:	Excellent	Excellent	Excellent	Excellent
➤ Urdu:	Good	Good	Good	Good

PROFESSIONAL EXPERIENCE

01/01/2012 up to 01/12/2012 I had worked As a supervisor /Hairatan city Balkh Province For one year (01)
01-09-2013 Up to 01 .05 .2022 I had worked in – BRAC International NGO, Samangan Sub office, as HR and Regional Admin Finance officer for Nine years (09)

<p>Admin Finance Officer</p>	<p><u>Finance officer is responsible for:</u></p> <p>Make payments and receipts in accordance with finance procedures; Collect and examine supporting documents; Prepare payments vouchers and receipt vouchers; Maintain salary and other advance registers; Prepare monthly payroll and maintain personal salary sheets; Prepare rental payments and ensure they are properly delivered; Record all transactions in computer as appropriate; Ensure that all accounts records are filed and entered in an orderly manner; Produce bills for staff use of vehicles; photo copier and phone and others; Assist in the production of monthly accounts reports; Prepare and update monthly fund request and forecast statement. Perform and update salary and rent reconciliation on monthly basis. Ensure that the grant costs are booked as per the budget.</p> <p>Main Responsibility</p> <p>Recruitment Process (Vacancy Announcement, Applications Collection, Maintaining CV data bank, Screening Applications and preparation of necessary administrative documents) Arranging written test and interviews for new recruitments Assisting Senior HR Officer in conducting written tests & interviews Preparing and updating employees’ personal files on regular basis Issuing/Drafting Conditional Job, references check-up, issuing medical check form, and issuing work permit letter to the newly hired employees/newcomers. Onboarding of new employees, induction and ensuring exit formalities are smooth carried on Assisting the Senior HR Officer in preparation of quarterly, monthly, weekly HR related reports on need based. Updating recruitment tracker regularly for Regular staff of Organization and other field staff. Preparing joiners and leavers reports on monthly basis Preparing Staff Attendance Sheets and its daily check-up. Assist staff in their day-to-day leave process and closely follow up their leave plans and records. Generate/prepare staff time sheet on monthly basis. Preparing, updating, and maintaining personnel files. Assisting the Senior HR Officer for staff appraisals and capacity development Assist all unit heads/focal points with monthly timesheets including checking its accuracy against staff attendance sheets and leave records. Carrying on the induction and exit formalities, maintaining HR calendar, timely renewal of staff contracts, probation confirmation, and other procedures as required Assist in handling project field staff, transparent recruitment process, personnel files, HRMIS system. Provide administrative support to the HR Senior Officer by undertaking additional tasks and responsibilities as requested.</p>
<p>Human Resource officer</p>	<p>Background EDUCATION</p> <ul style="list-style-type: none"> ✎ 2009: Graduated from Gholam. Mohammad Shahed High School, Dahdadi District Balkh province Afghanistan ✎ 2008 – 2009 Diploma from Azeraksh English Academic Center. ✎ 2009—2010 Diploma from (IT) of Azeraksh computer Department. ✎ 2013__ Graduated from Teachers Training College. ✎ 2020 Graduated from Economic Faculty in Mawlana Mohammad Balkhi University in Samangan province

<p>Computer & Internet Skills</p>	<p>Operating Systems</p> <p>Software's of Computer:</p> <ul style="list-style-type: none"> ✍ MS Windows XP/Se7en & Eight ✍ MS Word (2003,2007&2010) ✍ MS Excel (2003,2007&2010) ✍ MS Power Point (2003,2007&2010) ✍ MS Access(2003,2007&2010) ✍ Access to Internet
<p>Able to Operate</p>	<ul style="list-style-type: none"> ✍ Any Kind of Printer ✍ Photocopying Machine ✍ Scanner, Digital camera
<p>Behaviors</p>	<ul style="list-style-type: none"> ✍ Initiative to talk. ✍ Self-Motivating ✍ Influencing ability ✍ Can work under any circumstances.
<p>Special Abilities</p>	<ul style="list-style-type: none"> ✍ Good analytical skills ✍ Innovative, hardworking and enthusiastic ✍ Able to work in advance environment and under pressure ✍ Able to travel inside & outside of Afghanistan
<p>REFERENCES</p>	<p>Safiqullah Ayoubi HR Manager BRAC Afghanistan Cell phone +93702232461 shifique@brac.net ayoubi.shafique@brac.net Adress: butcher street,House# 8 ,Baharistan kart-e-parwan Kabul afghanistan</p> <p>Other References Are Valuable up on request</p> <p>.....</p>
	<p style="text-align: center;">In additional it is essential to mention that my documents (certifications, diplomas, awards and recommendations) will be furnished upon request.</p> <p>_____</p> <p>Farhad (Oryakhil)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date: Tuesday, August 23, 2022 TIME:9:38 PM</p>