



Matiullah Hairan

Ahmadshah Baba Mina

**Call: 0789200076
0795900060**

Dear Sir

With great pleasure I would like to apply for the post which has been announced by your esteemed Organization. As your requirement is a Diploma or Certificate in Education and I have completed my high school so I am applying for this post and requesting you to select me as a candidate. I can make you sure from my honesty, punctuality and hard working.

Thanking you in advance.

**Sincerely Yours
Matiullah**

CURRICULUM VITAE

MATIULLAH HAIRAN

ADDRESS: Ahmadshah Baba Mina
Email Address: Matiullahairan97@gmail.com

PERSONAL INFORMATION

- ✓ F/Name: Momin khan
- ✓ DOB: 1992
- ✓ Nationality: Afghan
- ✓ Religion: Islam
- ✓ Gender: male
- ✓ Marital Status: Married
- ✓ Province: Takhar

OBJECTIVES

To find an interesting and learning job in a dynamic organization where I would be able to achieve organizational goals and help others.

Contribute to the Country Development through result New Technology Principles in accordance to Afghanistan's scenario through my better-off knowledge. To serve the people of Afghanistan through active involvement in the process of Rehabilitation and Social Recovery and I would like to state that I am young, energetic, and potential educated Afghan who is wishing to use his experience, knowledge and skills to obtain an appropriate job to reflect of my education and experience.

EDUCATION

Graduated from Kunduz Kobahi High School 1392.

COMPUTER SKILLS

Hardware	OS	MS Office
Basic H	Win 98	MS Word
Advance H	Win XP Windows Vista Windows 7 Windows 8.1	MS Excel + functions

LANGUAGE SKILLS

S/N	Language	Read	Write	Speak
1.	Pashto	Excellent	Excellent	Native
2.	Dari	Excellent	Excellent	Excellent
3.	English	Excellent	Excellent	Excellent
4.	Urdu	Excellent	Excellent	Excellent

WORK EXPERIENCE

1. Work as a Inventory Assistant in VICC Contracting company from 1390 to 1392 Mazar province Airport With ANA.
2. Work as a Inventory Officer in VICC Contracting company from 2016 to 2018 UAE.
3. Work as a Security Gard Officer Since 2014 to 2015 in UAE.
4. Work as a store keeper with ITSI company for 2 years.
5. Work as a administer time keeper in VICC company up two years.

PERSONAL CHARACTERISTICS

- ✓ **Positive Thinking**
- ✓ **Objective**
- ✓ **Integrity**
- ✓ **Honesty**
- ✓ **Gregarious**
- ✓ **Hard worker**
- ✓ **Smart Worker**

HOBBIES AND INTEREST

- ✓ **Reading Books, Newspapers, Magazines etc**
- ✓ **Working in different Computer Programs Mostly**
- ✓ **Playing Computer Games Sometimes**
- ✓ **Watching TV and listening radio programs**
- ✓ **Using Internet sometimes**