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**Cover Letter**

**jamshid**

jamshid.366488@2freemail.com

Dear Sir or Madam

I am delighted about finding the opportunity to apply for a vacancy in your respected organization.

 It would be my honor being an employee in your organization and would try my best to meet the requirements.

Bachelor of Arts with Economics specialization fromSymbiosis College affiliated to Pune University and so the Masters Degree of Arts in Defense and Strategic Studies from SPPU-Pune University gives me the chance to claim ability about further endeavors and job opportunities. I have supported my degree with 1-year diploma in International Economic cooperation from Liberal Arts institute, symbiosis, four years of Job experience in Governmental administration.

I would be a promising candidate for the opportunity as I satisfactory completed the scholarship offered by Pune University, India, which are supported by recommendation letters from university and ICCR authorities for my performances and studies.

I have followed punctuality and professionalism through my career and planning to follow the path, I would present the evidence once given the chance, at your convenience.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualification, and my experience, and I am available to undertake the assignment in case of an award.

I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the client, and/or sanctions by the Bank.

I would sincerely appreciate the courtesy of an interview at your convenience.

#### **Jamshid**

##### Personal Information:

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| Nationality  | Afghan |
| Marital Status | Married |
| Date of Birth | January 2.1988 |
| Place of Birth | Kunduz Afghanistan |

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##### Qualifications:

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| Degree/Certificate | Institute | **Year of Passing** |
| MA in Defense and Strategic Studies (medium of Instruction was English).BA Economics (medium of Instruction was English). | SPPU-Pune University, Pune, India Pune University, Pune, India | 20162010 |
| **Dip. In International Economic Cooperation and environmental awareness**  | SymbiosisLiberalArtsCenter, Symbiosis college,Pune,India | 2009 |
| **High School**  | ShirKhanHigh School, Kunduz, Afghanistan | 2006 |
| **Dip. In English**  | D.I.E.L,KabulCenter, Kunduz  | 2006 |
| **ComputerPrograms** | Disha Computer Institute,Pune,India | 2009-10 |

##### Computer skills::

* Basics of Computer, Fundamentals of IT, Windows, MS – word, MS – Excel, MS - Power Point, Internet Networking.

##### Experience:

**31th Jan- Present - Working as Immigration Consultant with HR Gulf, Prism Tower, Business Bay, Dubai, UAE.**

**August 2014- April 2015 – Was working as Call center Representative with Zygon BPO Company, Pune, India.**

**May 2015- July 2016 – Was working as Insurance call representative with Climax BPO agency for the USA shift, Pune, India.**

**16 Feb 2013- 22 Dec 2013- Was working as Kunduz Municipal Economic Development & Private Sector Specialist, UNDP-ASGP-IDLG Program, Kunduz Municipality, Afghanistan.**

**Jan 2011-Sep 2012 -Was working as Branch Manager with BMA (Bank-e-mille Afghan), Shir Khan Bandar branch (since January 2011), Kunduz, Afghanistan.**

**Mar 2010- Nov 2012- Was working as Property Sales Coordinator with Ajeer,Kunduz, Afghanistan.**

**2009-2010 -Officially was working as the President of FISA-P (Federation of International Student Association Pune) under ICCR (Indian Council for Cultural Relations), Ministry of External Affairs Government of India.**

**2007-2008&2008-2009 - Worked for N.S.S as Volunteer English Teacher for Rural Peasants, Farmer and Primary Schools, in NSS (National Social Scheme) Rural Development Program, Pune University, Government of India.**

**2001-2007 - Was Student- Trainer by holding Black Belt in Wushu (Sonshu & Talu) FWAA (Federation of Wushu Association Afghanistan) in Kunduz, Afghanistan.**

**2008- 2010 - Wushu & Kickboxing Trainer in Gughali Nagar-Junior Students School, Pune, India.**

**Other Qualifications/Seminars Attended:**

**Participated in the National Seminar on Cherishing Freedom on 12th, 13th and 14th**

**February, 2008 Organized by department of Political Science, Symbiosis International**

**University, Pune India.**

**Attended the Workshop on 'Youth Participation in PeaceBuilding and Human Rights**

**Development' Organized by DED and YDF on 10th, 11th and 12th May 2005.**

**Selected as member of (South Asian Kickboxing Federation) by Participating in Semi**

**Contact,21st Maharashtra State kickboxing Championship 2007, 60 Kg**

**Weight Category and Won Gold Medal.**

**Three Times Gold Medalist in Afghanistan Wushu & Kickboxing Northeast and National Championship Kunduz – Kabul 2006-2007.**

**From 2008-2010 as Cultural Coordinator for Afghan students to enhance unity in diverse**

**Cultural identitiesin Pune University, India.**

##### Personal Characteristics:

1. Excellent command of English
2. Excellent research skills
3. Strong analytical skills
4. Outstanding academic success
5. Flexibility and the capacity to work in different units of the Country Office
6. Commitment and enthusiasm for development work
7. Ability to adapt quickly to new working environments
8. Fully computer literate (MS Office)

##### Command of Languages:

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| --- | --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** | **Understanding** |
| **English** | Easily | Easily | Fluent  | Easily |
| **Pashto** | Excellent | Excellent | Excellent | Excellent |
| **Persian** | Excellent | Excellent | Excellent | Excellent |
| **Hindi** | Good | - | Fluent | Easily |