**Application:**

Dear Sir or Madam:

With due respect, I would like to apply for the post of **“ Freelance Translator** “Recently announced by your office your vacancy announced interested me particularly. As I enjoy traveling and meeting new people. As I regard my qualification I am a holder of diploma in Business Administration For more information have attached my CV, in ease you need documents I can send Them E-mail. Once selected for the post I assure my hard working and best performance.

I am keenly waiting for your reply.

Best regards,

Ab. Wakeel “walizada”



**Add: first part of KHAIR KIHANA kabul**

**End of the street house N#10022612**

**E-mail:**[**abdulwakeel\_786@hotmail.com**](mailto:abdulwakeel_786@hotmail.com)

[**Wakeel.walizada@gmail.com**](mailto:Wakeel.walizada@gmail.com)

**Mobile No: 0093(0) 700 674 320**

**CV**

**Abdul Wakeel “Walizada”**

# PERSONAL INFORMATION:

F/Name Wali Muhammad

Date of Birth: 1987

Place of Birth: Kabul-Afghanistan

Nationality: Afghan

Gender: Male

Marital Status: Single

**Objectives:**

Well, I have many objectives: first of all to be a good man, and helpful to the people around me and to serve my family, my society, and my country. I’m very interested in communicating and communication technology, management and marketing and language learning is my passion, in addition it is my dream to be a good business man in the future.

**EDUCATION:**

**1st Sep 2005 – 1ST Sep 2006**

Graduated from Kardan Business Administration Information Institute

In **(D.B.A)** Diploma Business Administration Kabul, Afghanistan

**1994 – 2006** Graduated from 12th in Sayadil Nasire high school

Kabul, Afghanistan. Baccalaureate

**1st Jul 2005 – 1st Sep 2005**

Graduated from Networking

**(M.C.P)** Microsoft Certified Professional

**(M.C.S.A)** Microsoft Certified System Administration

**(M.C.S.E)** Microsoft Certified System Engineering

In BehzadInformation Technology Institute.

Kabul, Afghanistan.

**1st Jan 2004 – 1st Nov 2004**

Graduated in Ms Office & A+ Hardware

Engineering computer program in Behzad Information Technology Institute.Kabul, Afghanistan

**2001 – 2004**

Graduated from Advance Two classes in IRC Program

In Azadi English Language Computer Center Kabul,

Afghanistan.

**EXPERIENCE:**

**1st Jan 2006 – Oct 2006**

Info Tech Information Technology Institute

Kabul, Afghanistan

Teaching Computer Program

A+ Hardware (I.T)

Prepared material

Organizing different classes

**1st Jan2007 – November 2007**

Manager in Azadi English Language Computer Center

Management

Material Organizing

Teach Computer Program (**Ms Office**)

**A+** Hardware

Networking

**January 2008 ­– September 2009**

I worked with Communication and public information intern coordinator

UNAMA as Interpretor /Translator Kabul, Afghanistan

**Duties Responsibilities:**

**20 May 2008 31 Octobar 2010**

I worked with American Mentors

As Interpretor / Translator

MPRI section Camp Phenix

Kabul,Afghanistan

Translate various documents of different subjects.

Responsible for the maintenance of all translation work records both in soft copies and hard copies.

Verbal translation services for the administration Department in meetings and conferences.

**Duties & Responsibilities:**

Translate various documents of different subjects.

Responsible for the maintenance of all translation work records both in soft copies and hard copies.

Verbal translation services for the administration Department in meetings and conferences.

**Computer Skills:**

Ms Windows

Ms Word

Ms Excel

Ms Power Point

Ms Access

A+ Hardware Engineering

(M.C.P)

(M.C.S.A)

(M.C.S.E)

**LANGUAGES:**

Dari to English

English to Dari

Persian to English

English to Persian

**PERSONAL OBJECTIVE:**

My desire is to create a truly competitive arena wherever I work .I want to bring my enthusiasm and sense of confident to the Organization and to the People I work with.

**REFERENCE:**

Baryali Bahram

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Everton E Thamos

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Mob: +93(0) 799 724 761

Toony Donal

Email: Donal.a.delp@us.army .mil

Mob: +93(0) 793 156165

David Standish

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Faisal Sharifi

Email: [sharifi.faisal@yahoo.com](mailto:sharifi.faisal@yahoo.com)

Mob: +93(0) 786 505 081

Dr. NesarAhmmad (Paiham)

Assistant of foreign relation department of (CCCTNUA) central council craftsmen traders’ national union of Afghanistan.

Add: shaer-E-naw ANSARI square

Email: [nesarpaiham@gmail.com](mailto:nesarpaiham@gmail.com)

Mob: +93(0)777 166 857 / +93(0)700 166 857