December 18, 2019

To the Freelancer Office.

Dear Sir/Madam:

I would like to take the opportunity to apply for the position of “Reporting and Translation Officer” to further offer my help and workforce to the organization. I am holding Diploma in English Language (DEL), Diploma in Information Technology (DIT) and Diploma Management course.

I have several years working experience in Report Writing, teaching, translation, organizing workshops and orientations along with the Budget lines, management and administrative tasks, and maintaining media relations.

To add more, I am always eager to learn and possess sensitivity and analytical skills. I own leadership skills and capabilities of need assessment, problem solving, decision making and improving productivity.

I could be a suitable candidate for the position as my entire experience has been relevant to translation, interpretation and report writing, therefore, I am able to meet the requirements set for this position.

In short, based on all my strengths and experience I could be more competent and could assure the maximum achievement of the program goal. I will feel honored if an opportunity will be given to me to demonstrate my abilities for your organization. I, therefore, kindly request you to consider me for this post and evaluate me against the criteria.

Regards,

Ghulam Haider Naseri

**Ghulam Haider Naseri**

Address: Khair Khana Kabul, Afghanistan

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**Career Objective:**

To be an active member of a productive society and to utilize my knowledge and experience for the service of humanity in general and my country in particular under the supervision of a well-reputed organization in a challenging environment.

**Summary of Skills:**

Private Sector engagement, Monitoring and Evaluation, English teacher, Interpreter , Admin officer, CC Agent, Social Researcher, Communication, Public Administration.

**Education:**

* + Completed one-year Management Course, Armaghan Institute Kabul, July, 2014.
  + Diploma in IRC system, Rueen Educational Institute Kabul November, 2008
  + Certificate in TOEFL, Farhang Institute Kabul October, 2013
  + Certificate in Information Communication, Nawi Roshan institute Kabul November, 2008
  + High School graduated, Ghafoor Nadim High School, Kabul, 2013.
  + Diploma in Information Technology, Behzad Educational Inistitute, Kabul 2009.
  + Diploma in management completion course, Armaghan Institute of Higher Studies, Kabul 2009.
  + Special English Speaking Class, Behzad Educational Institute, Kabul, 2015.

**Professional Experience:**

Organization: MEP (Mission Essential Personnel) Kabul. Afghanistan

Position: Translator/Interpreter Jul/2018- Current

**Duties and Responsibilities:**

* Translating English documents (Reports, News, Articles) into Dari/Pashto and vice versa.
* Handling the meetings and workshops with simultaneous interpretation
* Handling clients phone calls
* Maintaining the program updates through social media, and press releases
* Teaching English for ANA and ANP
* Providing daily, weekly and monthly reports to the management

Organization: Etisalat Afghanistan, main branch Kabul Afghanistan

Position: Customer Care Agent, Sep/2015 – June 2018

**Duties and Responsibilities:**

* Handling Customers Call in Dari, Pashto and English (based on customer accent).
* Fixing the problem that customer complains about through NGCC system.
* Activation and deactivation of offers and services in customer Sim Cards in CVBS.
* Taking TTS (travelling ticket system) in case of any serious problem and referring that to back office for customer support.
* Satisfying and convincing the unhappy customer and solving his/her problem.
* Providing weekly and monthly report the concerned Team Leader and Management.
* Doing daily cross selling/upselling.
* Attending the training classes conducted by team leader or supervisor.

Organization: Amarkhil Logistic and Construction Company (ALCC Group) Kabul, Afghanistan

Position: Finance Officer, Jan/2014- Jan/2015

**Duties and Responsibilities:**

* Recording and dealing with all financial affairs of the organization.
* Calculating monthly reports to show financial activities and net income.
* Financial analysis and planning.
* Recording daily economic transactions of the firm.
* Financing and capital structure decisions.
* Determining the proper amount of funds to employ in the firm.
* Reconciling bank statement.
* Keeping track of daily transaction.
* Preparing fund for daily expenditures.
* Preparing fund for programs.
* To calculate record and pay the staffs salary.
* Calculating monthly reports to show financial activities and net income.
* And preparing required financial statements.

Organization: Behzad Educational institute Kabul. Afghanistan

Position: English Teacher Jan/2011-Sep/2013

**Duties and Responsibilities:**

* + To develop listening, speaking, reading and writing skills of learners in English Language.
  + To observe the learning of learners.
  + To help learners in their weak areas of learning.
  + To evaluate their learning and give positive feedback for improvement.
  + Preparing semester syllabus and lesson plans
  + Delivering daily lectures
  + Maintaining attendance records of classes
  + Preparing exam papers and invigilating
  + Checking papers and record keeping
  + Final result preparation & evaluation
  + Recommending new methodologies
  + Attending weekly/monthly staff meetings
  + Participating in students’ extra-curricular activities

Organization: R-M Asia PEK Site Kabul. Afghanistan

Position: Translator/Interpreter Jan/2009-Jan/2010

**Duties and Responsibilities:**

* Translating English documents into Dari/Pashto and vice versa.
* Handling the meetings and workshops as interpreter.
* Handling clients phone calls
* Teaching English for ANA and ANP
* Providing daily report

**Computer Skills:**

MS Office Package, Quick books, A+ Hardware, Behzad Institute, Kabul Afghanistan

**Typing Skills**: - English, Dari, Pashto

**Languages:**

Dari native, Pashto and English fluently

**Other Trainings:**

* Marketing training AWDP, USAID, March 11 – 25/2015, Kabul, Afghanistan.
* DIHE, UMEF Educational Method Seminar, Leadership, Understanding Emerging Countries, Vision & Mission Statement and institution of Europe, taught by Afghan, European and Asian professors, 4th to 9th August 2009.

**Personal Strengths:**

* Managing abilities
* Leadership Quality
* Typing Ability
* Multi-Tasking
* Team Worker
* Hard Worker
* Time Management
* Keen Knower
* Good with Figures
* Presentation Skill

# Reference:

References Available if required