

# Cover letter

**Name: Mohammad Sherzad**

**Address: Zone-3, Jalalabad City, Nangarhar, Afghanistan**

**Tel: +93-788526260**

**Dear Sir:**

**With due submission and admiration, it is stated that the new opening of position titled in your esteemed Organization has encouraged me to make use of the opportunity, as I find myself best suited against the aforementioned post, both in terms of academic qualification and work experiences.**

**So that I am submitting my CV, cover letter, and Certificates to your kind consideration, which more fully details my qualifications for the position. I would be much thankful to you to consider me as one of the candidates for the above-mentioned position; finally, your cooperation in this regard will be highly appreciated.**

**I assure you, sir, if a chance of service is given to me, I will spare no pains in the satisfactory discharge of my obligations.**

**Please, find my CV is attached with forwarding letter that bears my Bio-data as well as work experiences.**

**Best Regards,**

**Mohammad sherzad**

## **Personal Data**

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Name	Mohammad Sherzad
F/ Name	Akhtar Mohammad
Sex	Male
Age	25
Marital status	Single
DOB	1995/12/22
POB	Sherzad, Nangarhar, Afghanistan
Nationality	Afghan
Address	Nangarhar, Afghanistan
Email	sherzadjan32@gmail.com

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## **Employment Record**

- 1) 2016 januay up to 2018 March as Qaulity control engineer in SOFAR

## **Education**

- **Bachelor degree of civil engineering in 2020**  
Laghman University
- **12<sup>th</sup> Grade (Baccalaureate)**  
To To High school, Nangarhar, Afghanistan

## **Certificates**

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- **Diploma in English**
- **Certificate in auto cad program**
- **Certificate in (total station and GPS)**
- **Certificate in Afghanistan small or medium size enterprises conference**

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## Computer skills

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Operating system :windows

MS office

## Computer engineering software:

Auto cad (2D,3D)

Sap

ETABS

STAAD PRO

STAAD foundation

Archicad

Primavera

## Language knowledge

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No	Language	Speaking	Writing	Understanding
1	Pashto	Native	Native	Native
2	Dari	Fair	Fair	Fair
3	English	Excellent	Excellent	Excellent

## References

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Engineer Ibrhim amiry

Director of amiry engineering learning center

**Contact#: +93-785269208**

**Ataullah Muskeen**

**Director of Sakir high schooal**

**Contact#: +93-772501179**

**Email address: [ataullahsherzad20@gmail.com](mailto:ataullahsherzad20@gmail.com)**