**From: Mohammad Tariq ”Osmani”**

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Dear Sir/Madam,

My name is Tariq Osmani resident of Kabul city. I am garaduated from computer scince faculty of Kardan University on 2020. My professional background is on datamanagement and IT technical person to mantain and establish office networking. I work confidently and efficiently with the Microsoft Office software suite, e-mail, and internet systems, windows server 2012, TCP/IP,…etc. I am particularly skilled at formatting and improving the layout of Board and management documents and presentations. I understand the importance of office procedures and feel sure that I can provide you with a reliable and accurate service. I am an effective team worker who can develop good working relationships with colleagues and managers alike.

I am sure with my perviuse experience, I would be a commitment person to handal other field work and managing the program assistance with a proper deadline and deliverables.

I would be pleased to attend for interview at your convenience to allow me to discuss my experience and qualities further. My full contact details can be found on my CV. I believe this has given me excellent experience and the confidence to take a step forward in my career I will bring to your company not only my years of expert experience but also my drive for results and positive outcomes. I am prepared for the next challenge in my career and look forward to hearing from you.

Best Regards,

Moh-Tariq SulimanKhail