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**Khalida bakhshi**

## **Application Lett**

Reference to the vacancy announcement of your office, I would like to offer myself as a candidate to the position of (**midwifery**) in your Office.

I would be grateful if you provide me the opportunity of an interview to give more details regarding my work and my background. Consequently, I hope my qualifications meet your requirements and give me a chance to have an interview to you. My CV is attached for your further information. Other documents will be submitted upon request.

I have the ability to communicate, work hard, work in a team ...In the mean time I am eager to use and built up my knowledge. Once select me for the post, I assure my hard-working and best performance. Now I would like to work in your require poison. I Hope you agreed my vacancy.

I am looking forward to hearing from you.

Please observe my CV (Curriculum Vitae) in case of some essential information.

**Thanks sincerely yours,**

**Khalida bakhshi**

*No:+93 782405782*

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### **Objectives**

Hardworking, honesty, tolerance and creativity are the values I want to be decorated with. I want to employ use the knowledge, experience and skill I have acquired for humanitarian and social purposes favoring development, peace and value- based society

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**PERSONAL INFORMATION**

**Name:** khalida  
**Last name** bakhshi  
**Father Name:** ismail  
**Nationality:** Afghan  
**Date of Birth:** 1998  
**Marital Status:** Single  
**Sex:** Female  
**Present Address:** kabul  
**Native Language:** Dari

## **Education**

1396 Graduated from bibi sarvary sangary High school.  
1401 Graduated from community health Mediwery Education program from Ghzanfar institute

## **Skill & Abilities**

My key attribution

- I have documents on Effective Teaching Skills

- Ø Able to learn and comply with new rules assigned by my superior in different work environment quickly.
- Ø I can learn quickly all procedures required in my new position.
- Ø I can use my ability to motivate and coordinate people to create positive work.
- Ø Good understanding of approaches, tools and methodologies related to planning, executing and monitoring public communication.
- Ø Good campaign management and evaluation, etc.
- Ø Understanding of relevant internal policies and business activities and of related current events, topics and issues.
- Ø Variety of written communication products in a clear, concise style and effectively disseminate information.
- Ø Ability to plan on work and manage conflicting priorities.
- Ø Having computer skills and use of relevant software and other applications, e.g. word processing, power point or equivalent, graphics software, internet.
- Ø Ability to effectively communicate information to the public.
- Ø Good interpersonal skills and ability to establish and maintain effective working relation in a multi-culture, multi-ethnic environment with sensitivity and respect diversity.
- Ø Survey of project and drafting proposals.
- Ø Collecting data and providing data bases for knowledge sharing.
- Ø Good interpersonal skills and ability to establish and maintain effective working relation in a multi-culture, multi-ethnic environment with sensitivity and respect diversity

## **Job Experience:**

### **2021-2022**

- Ø Worked midwifery department in Baharak DH  
2022 - 30,6,2022
- Ø Worked midwifery department in Kabul Charagh Hospital

## **Computer Skills:**

- Ø Windows, Fast typing skill in (Dari, English and Pashto)

- Ø Microsoft office, (word, excel, PowerPoint, access).
- Ø Able to work with Internet
- Ø Installation of all types of software including operating system version, Troubleshooting Formatting and partitioning of computer.
- Ø Adobe Premier.
- Ø Adobe Photoshop.

**Language Skills:**

<b>Languages</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>	<b>Listening</b>
<b>Dari</b>	Excellent	Excellent	Excellent	Excellent
<b>Pashto</b>	Excellent	Excellent	Good	Excellent
<b>English</b>	Excellent	Excellent	Excellent	Excellent