

## **COVER LETTER**

Aminul Islam

aminulislam.ai66@gmail.com

01677136999

11.01.2018

Mouchak 9/c,shadipur,shibgonj,sylhet.

Dear Sir,

I'm applying for a junior management position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Aminul Islam

**Aminul Islam**  
aminulislam.ai66@gmail.com  
Mouchak 9/c,Shadipur,Shibgonj,Sylhet.  
Mobile : 01677136999



### **CAREER OBJECTIVE**

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

### **ACADEMIC DETAILS**

- Honour's [2015] with aggregate of 3.05 from Notional University
- H.S.C [2011] with aggregate of 72% from Sylhet Govt College.Sylhet
- S.S.C [2009] with aggregate of 75% from syed Hatim Ali High School.Sylhet

### **WORK EXPERIENCE**

- Worked as Manager in Cheery Foods from Jan 2012 to Jan 2014  
Role :Maintain the customers.

### **FIELD OF INTERESTS**

- Administration

### **SKILLS**

- Excellent speaking and writing in both Bangla & English.
- Teaching.

### **ACHIEVEMENTS**

- I got lots of prize from my academic institutions.

### **STRENGTH & HOBBIES**

- patience is my main strength.
- willing to take challenge.
- Traveling
- Reading
- Sports
- Etc

### **REFERENCE**

**Abu syed Emon**  
second Manager  
Shajalal Islamic Bank.sylhet.  
01911279883

**Panna Rani Roy**  
Head of Sociology Department  
M.C college. Sylhet.  
01712125011

### **DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date : 01.02.2013

Place : Shibgonj

(Aminul Islam)