

SOZIB AHMED

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Septembert 19,2018

The Managing Director

Thousand Careers

House 34, Block A, Shahjalal Uposhahar

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Sub: Application for work as a **Virtual assistant.**

Dear sir,

I read with interest your posting for Vltual assistant on the Thousand Carees. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

As my resume indicates, I possess more than 3 years of progressive experience in the consultancy field. My professional history includes positions such as consultant at Foreign education consultancy as well as consultant at Foreign education consultancy. I'm also skilled **in MS word,access,excel,powerpoint ,Digital marketing,internet research & ITsector**.For more skill's,you can check my curriculum vitae(CV).

Most recently, my responsibilities as virtual assistant at Thousand Careers match the qualification's you are seeking. As the virtual assistant , my responsibilities included **Hard working,Consulting,Good behavior** with clients. I assisted in the successful completion of Virtual assistant. My supervisor also relied on my ability to my professional skills.

I have attached my resume for your review and I look forward to speaking with you further regarding your available position.

Sincerely,

SOZIB AHMED