

Dear Sir/Madam,

It is with great enthusiasm that I submit my application for the position of Admin. I am a Call Centre Admin professional with over 3 years' experience, I know my diverse skill set and qualifications will make me an asset to your Company.

As you will see from the attached CV, I've built my career in a variety of roles and industries, mostly in international Telecom and Broadband companies such as BT, Virgin, Clear Business & card machine company such as world pay, Payment sense, where I'm used to Delivering my service, and I sincerely enjoy it.

In addition to having a commercial and analytical mindset, I have strong IT solutions knowhow and am a super user in Excel, PowerPoint and Google excel sheet and Google Doc As well.

I like nothing better than diving into data to uncover results, or finding solutions to difficult challenges to improve the business.

On a personal level, I lived in the UK 5 years of my life, before moving to Bangladesh to work for "the folly Bar and Restaurant", "Feast and Misty".

In closing, I am thrilled at the possibility of being part of your company which I see is not only an Innovative & Ambitious Company but one with a social conscience. I would love the opportunity to meet with you and discuss the value that I can bring to your business and I appreciate your consideration and look forward to hearing from you.

Foyej Ahmed