

MD. JAHEDEL ISLAM LASKER

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April 06, 2018

The HR Manager

Walton Service Management System (Corporate Office)
Plot-1088, R-80ft.2, Block-I, P.O-Khilkhet, P.S-Vatara,
Bashundhara R/A, Dhaka-1229.

Subject: Application for the post of “Customer Relation Executive”

“To whom it may concern”

I am excited to be writing to you regarding the “Customer Relation Executive” vacancy advertised on www.thousand.careers.com. I am a committed and motivated applicant, and bring your company my knowledge of and experience with accuracy and thoroughness and ability to negotiate and resolve disputes.

I have previously worked at Sylhet Women Chamber of Commerce and Industry as a Secretary. During that time, I developed and sharpened my skills in all aspects associated with handling various clients. I consistently exceeded all goals set for me, and was valued for my hard work, reliability, tenacity, and ability to come up with solutions with complex problems.

My core strengths include, but are not limited to the following:

- ✓ Answer calls professionally to provide information about products and services, take/cancel orders, or obtain details of complaints.
- ✓ Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Process orders, forms and applications.
- ✓ Follow up to ensure that appropriate actions were taken on customers' requests
Problem solving skills.
- ✓ Refer unresolved customer grievances or special requests to designated departments for further investigation.

Enclose with this application is my resume, which lists my professional experience, skills, and education in detail. I would be grateful for the opportunity to demonstrate my capabilities further during an interview. Please feel free to contact me to arrange a meeting at your earliest convenience.

Sincerely,

MD. Jahedul Islam Lasker