

Date: November 28, 2018

The Hiring Authority  
Staff India  
Sylhet

**Subject: Application for the role of Virtual Assistant – Finance**

Dear Sir,

A job vacancy posted in Thousand Careers website mentioning that Staff India looking for Virtual Assistant – Finance. I am interested for the role and I have attached a CV for you reference.

Currently I am working as Administrative Assistant at Devute, an IT company based in Sylhet. Key role I perform there is writing Article/Content for its projects, Virtual Assistant (upon instruction of CEO) and clerical duties such as drafting a letter, liaison with local customers and govt. officials for different needs of the company. My current salary in the company is 11,000/- BDT.

Previously I have worked at Bangladesh Election Commission in its project called IDEA as Data Entry Operator.

I am very good on internet research as I need to generate ideas for writing an article. I am an expert user in MS Office (Word, Excel).

I would be very glad if I get an opportunity to work with the renowned organization Staff India. I therefore, pray and hope that you would be kind to choose me as Virtual Assistant – Finance and oblige thereby.

Yours sincerely,



---

Yusuf Ali Chowdhury Rabbi  
Mobile: +8801715775342  
Email: rabbifrombd@gmail.com