

Date: **30 March 2019**

To

Managing Director

Trust Islami Life Insurance

Sylhet, Bangladesh.

Subject: Application for the post of **Unit Manager**.

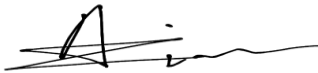
Dear Sir,

I am writing concerning a suitable position in Unit Manager with your organization. I have a particular interest in working for your organization and would appreciate being considered as a candidate for employment. I feel I can make a positive contribution to your company.

I have completed **Masters of Business Administration** at Leading University, Bangladesh with a Major in Marketing. I am including Microsoft Word, Excel, Access, and PowerPoint. I have good knowledge in Billing and Inventory Management Software. I work effectively under pressure and handle my time efficiently. I will ensure total quality in my each and every task.

My **Curriculum Vitae** and photo are attached. I appreciate your consideration of my credentials. If I can provide you with additional information, please let me know. You can reach me by email at **bappi93@hotmail.com** or by phone at **+88-01720848638** I look forward to discussing my qualifications with you in person.

Sincerely



Md. Azizur Rahman

Enclosures:

Curriculum Vitae with Photo