

Md. Jayed Husain  
House-09, Road-20, Block-B, Shahjalal Uposhahor,  
Sylhet-3100, Bangladesh  
+880 1724882672 E-mail: jayed.sust@yahoo.com

18<sup>th</sup> August, 2018  
Human Resource Manager  
Staff India  
Sylhet, Bangladesh

**Application for the position of Executive (Accounts)**

Dear Hiring Manager,

I am writing here to express my interest for the post of **Virtual Assistant**. I was pretty excited when I get known about this vacant post through social media. I am the right candidate for this position because I believe that my educational background, part-time job experiences and co-curricular activities will pave my way to be an ideal candidate for this position.

From the academic tenure of 2013 to 2017, at ShahJalal University of Science & Technology, I have equipped myself with different value creation, skill development, and extra-curricular activities. As I appeared on different **Business Plan, Case, and project & research competition**, those experiences will help me to accelerate the growth and to achieve the SMART objectives of Esquire Knit Composite Ltd. within the deadline. Moreover, I have\_

- Got in-depth training certificate on **Tally and Factura** which was conducted by Computer Logic Lab.
- Been trained up on **Customer Relationship Management (CRM), Credit Management, and General Banking** activities of UCBL
- Got certificate of appreciation from UIU for being the **finalist of Inter-university Research Symposium** for showcasing my excellency on the research of Finance & Banking Track.
- As a **campus ambassador**, Fuelled up BYLC to magnify the Sylhet region's students enrolment and also advocated the students for leadership placement at Bangladesh Youth Leadership Centre.
- **Completed 3 credit hour theoretical courses** on: Managerial Accounting, Advanced Accounting-I & II, Advanced Auditing & Taxation, Financial Management, Principles of Finance & Accounting, Project Management, Advanced Research Methodology, Business Policy and Strategy, Principle of Marketing, Marketing Management, Econometrics, Statistics for Business Decisions and other relevant courses in relation with this vacant post.

For your kind review, I have enclosed my resume here. It would make me happy if the recruitment team gives me the opportunity to demonstrate my prudence and to take challenges for the growth of Staff India. You may reach me at [jayed.sust@yahoo.com](mailto:jayed.sust@yahoo.com) or +8801724882672.

Thanks for your kind consideration.

Sincerely yours

Md. Jayed Husain  
Department of Business Administration  
Shahjalal University of Science & Technology, Sylhet-3114