



MD Hayat Mahmud
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Post: Virtual Assistant

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To
HRM
Staff INDIA
Sylhet, Bangladesh
19 October, 2018

Dear Sir,

With a formal background in Social Science paired with my proven success in Writing as well as Development, I am looking to transition in Marketing or Administrative section. I learned about your company through [Thousand Careers](#) and after visiting your website I have immersed myself in your work in outsourcing industry.

I am currently working in a developer company where I have supervision responsibility. I have some developer skills too which I am executing in my profession successfully. I have knowledge in communication, marketing as well as research based business writing.

In addition to my experience, I have a solid foundation in relationship building and a passion for furthering projects that build loyalty and grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached Resume for additional details regarding my expertise and knowledge. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet with you and discuss in detail about this position.

Thank you for your consideration.

Sincerely,
MD Hayat Mahmud