



Respected Concern

Staff India

Address: House 14, Block E, Rd No. 1, Sylhet-3100

I am submitting here with my resume for your perusal and favorable consideration for the position of 'Admin Officer' in your organization. Review of my credentials indicates that I am a qualified Masters of Business Administration (MBA) from Leading University, Sylhet. I have done my post graduation Major in 'Human Resource Management.' Besides that I have completed my Bachelor of Business Administration (BBA) from Metropolitan University, Sylhet, majoring in 'Management Studies'.

I have the interest to research on HRM & Management related issues and I possess the capacity to deliver my thoughts to intended person. With exceptional communication and interpersonal skills, my self - confidence, innovative approach and quick adaptability to changing processes and trends have been my biggest assets. I am seeking a challenging job that would synergize my skills and experience with the objectives of the organization.

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I would appreciate an opportunity for a personal interview.

Thanking you in anticipation of a favorable reply.

Yours sincerely

Rahat Ahmed Chowdhury

