

To,

The Director (HR/Admin)

Subject: **Application for appointment**

I would like to apply for the above cited of post in your department. I have worked in Private sector and performed my duties at various positions. My expertise are lies in marketing, Coordination, Accounts and Administrations.

I consider myself to be dedicated, dependable and of meticulous nature who possess excellent verbal and written communication skills. I believe that I have all the relevant skills and knowledge to become not only an ideal candidate but an asset to your organization

I would like to thank you for reviewing my application. Should you have any questions or would like to discuss my skills in detail; you may reach me on the contact details listed in my CV

Looking forward to your favorable response.

Yours truly

-sd-

(Hussain shah tirmizi)

Hussain Shah



Contact

Address:

Express Highway, Rawalpindi

Phone:

+923315771862

Email:

hh5954418@gmail.com

Date of birth:

January 13, 2001

Gender:

male

Nationality:

Pakistani

Domicile:

Islamabad

Religion:

Islam

Profile:

Driven and extroverted, I am ready to learn and excel. Being a professional, I am willing to be a part of career-oriented organization where utilization of my skills and knowledge can be used for mutual interest and can add value to my organization's business in order to get a new exposure.

Education

- **Bsc.(Fashion designer }**
Iqra University (cont.)
- **INTERMEDIATE**
Rawalpindi Board (2018)
- **Matric**
Rawalpindi Board (2020)

Job Experience:

As team leader (2019-2022)

Managed all operations, complete document analysis, Book keeping and administrative tasks.

Customer service representative (2018-2019)

On many different campaign

Skills:

- Ability to Analyze Data.
- Critical Thinking Skills.
- Accounting Organizational Skills.
- Time Management Skills.
- Responsible.
- Knowledge of General Business Practices.
- Quick and enthusiastic learner
- Ability to work well with others
- Flexible/adaptable and passionate
- Positive attitude
- Ability to accept and learn from criticism

Extra-Curricular activities:

- Net surfing
- Traveling
- Reading

Strengthen: -

- My expertise lies in administration, marketing and office management, I have the ability to work under pressure, unsupervised and take initiatives to meet tight deadlines.

References will be provided upon request.