38 New Friends Colony

Lazimpat, Kathmandu

24th July 2012

The Manger

Buddha Resources Department

Buddha Airways

Jamal, Kathmandu

Subject: Post of Senior Flight Operations IT Officer

Dear Sir,

I have come to know from your advertisement published in The Kathmandu Post dated 22nd July 2012 that you have a vacancy for the post of a senior Flight Operations IT Officer in your highly esteemed organization. I find myself eligible for the post because my four years as IT officer in Air India has provided me with the experience in systems analysis, implementations, and management within the Flight Operations Department that this challenging position requires.

In the Flight Operations Department, supporting software applications, analysis new systems requirements, and managing projects related to my present position. Besides this, I have been involved in the selection/ development of suitable IT packages including basic systems, design/ concepts evaluation, customization, and integration of existing system.

My work in a multi- culture team environment Air India has sharpened my cross-cultural and professional interaction skills. With excellent communication skills and the ability to discuss IT related issues and make recommendations to the Management, I have been able to prove myself as a successful Flight Operation IT professional. As working in a fast growing airline with an expanding route network has been one of my main career objectives. I would like to put my professional and academic experience to work for you.

I have also enclosed my resume which gives the details of my education, training and experience. I look forward to having an opportunity to talk with you, at your convenience about the senior Flight Operations IT Officer position. You can contact me at 01- 4210437 or via e-mail at [mahaseth@yahoo.co](mailto:mahaseth@yahoo.co).

Yours Sincerely,

………………..

Mahesh Tiwari

Enclosure: resume

MAHESH TIWARI

38 New Friends Colony

Lazimpart

Kathmandu

E-mail: [mahaseth@yahoo.com](mailto:mahaseth@yahoo.com)

POSITION SOUGHT Senior Flight Operations IT Officer

OBJECTIVE To work as a flight operations IT officer in a fast growing airline system where I will have opportunities to use my experience in system analysis implementations and management within the Flight Operations Department.

EDUCATION I. O. E Pulchowk Campus, Lalitpur Bachelor's degree in Computer Engineering, 2003.

EXPERIENCES Flight Operations IT Officer, Air India, Bangalore.

August 2003 to present

• Support software application analysis new systems requirements and manage projects within Flight Operations Department

• Selection/ development of suitable IT packages, including basic systems designed/ concepts evaluation, customization, and integration of existing systems.

SPECIAL SKILLS

• Ability to discuss IT related issues and make recommendations to the management

• Excellent communication skills

• Ability to work in multi-functional team environment

• interpersonal skills

ACTIVITIES AND INTERESTS

• Member Lion's Club

• Member, ISIT

• Member, CAD society, I. O. E Pulchowk Campus 2000 – 2003

• Cricket, Basket, Badminton

ACHIEVEMENTS

• national Talent Search Scholarship, 1994 – 1995

• DCE Merit Scholarship, 2002

REFERENCES

• Prof. S. P Sharma, Professor of Physics, Tri- Chandra College, Kathmandu, 01-4349456

• Dr. S. K. Adhakari, Professor, Department of Computer Engineering, I. O. E Pulchowk Campus, 9803584688