

Dear Manager,

I am writing to express my strong interest in the Telemarketing Executive position at TeleBeee, as advertised. With my dedication, communication skills, and experience in international call center settings, I am confident in my ability to excel in this role.

The job description outlines the key qualifications and responsibilities necessary for success in this position, and I believe that my background aligns well with your requirements. I have successfully managed outbound calls to customers in the USA and Canada, ensuring that I meet both qualitative and quantitative targets. My fluency in English, combined with my ability to follow communication scripts while addressing various topics, has allowed me to communicate persuasively and professionally. I take pride in my phone etiquette and my commitment to providing top-notch customer service.

Furthermore, I am well-versed in essential software tools such as MS Word, MS Excel, Email, and Skype, which are vital for efficient communication and record-keeping. My adaptability and willingness to learn have been key assets in my previous roles, and I am eager to undergo the 7-day training you offer to further enhance my skills.

I am particularly excited about the opportunity to work from home and contribute to TeleBeee's success from anywhere in Bangladesh. This flexibility aligns with my professional goals and allows me to maximize my earning potential while delivering outstanding results.

In conclusion, I am enthusiastic about the chance to join TeleBeee as a Telemarketing Executive. My passion for effective communication, dedication, and previous experience make me a strong candidate for this role. I am eager to discuss how my skills and qualifications can contribute to your team's success.

Thank you for considering my application. I look forward to the opportunity for an interview to discuss my candidacy further. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

Abbas Uddin

Abbas Uddin

Date of birth: 01-09-2001
Nationality: Bangladeshi
Address: Hatkhola, Sadar, Sylhet, Bangladesh
Phone number: +8801776524427
Email address: abbax.uddin@gmail.com



Profile

As a prospective Call Center Agent, I bring a high level of fluency in English, proficient basic computer skills, and a natural gift for effective communication. While my professional background lacks direct call center experience, my commitment to exceptional customer service and adaptability shines through. I am a quick learner, able to grasp new technologies and processes swiftly. I approach customer inquiries with empathy and patience, ensuring satisfaction. I am a team player, detail-oriented, and punctual. My dedication to providing top-notch service and my eagerness to contribute to your organization make me an ideal candidate for the Call Center Agent role.

Work Experience

06/2017 – 08/2019 SYLHET, BANGLADESH
Member, Child & Adult club Sylhet BRAC
Social club for assuring the fundamental necessity of youth.

09/2018 – 06/2020 SYLHET, BANGLADESH
Chairman, Child Forum Hatkhola World Vision

Education

07/2019 – 12/2021 SYLHET, BANGLADESH
Science | HSC
Shah Khurram College
4.25 out of GPA 5

09/2022 – PRESENT SYLHET, BANGLADESH
BSc Engineering | Computer Science & Engineering
Sylhet International University

Skills

~ LANGUAGE SKILL

English
Hindi



~ COMPUTER SKILL

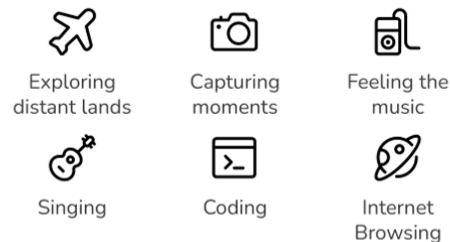
Microsoft Office
Internet Browsing



Strengths

Excellent communication # Customer service
Multitasking # Problem-solving
Team player # Time management

Hobbies



Social Media

