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October 20, 2023

The Head of Human Resource

Radiant Data Systems Ltd.

BDBL bhavan (11th floor) West side, 12 Kawran Bazar 1215 Dhaka.

Subject: Application For the position of “Credentialing Analyst”

Dear Sir,

In the response to your Job Advertisement published in your Facebook page dated May 31, 2023.

I would like to introduce myself as I believe I have the skills, qualifications and experience necessary to make a significant contribution to your organization.

I have got my graduation degree Bachelor of Science (Bsc) in Electronic and Communication Engineering from Institute of Science and Technology Affiliated with National University.

I have 5 years of experience in company operations. Also, I am an online Data Entry specialist. I am very fluent in writing and speaking English. I have skill in Microsoft office and MS outlook. I am self-motivated, energetic, enthusiastic and ever ready to learn new things. I am confident to ensure the highest level of professionalism and commitment to my job.

I believe working in a reputed organization like your one will provide me an excellent opportunity for my career. I would truly be grateful if I am finally selected for that position and I will prove myself to be an important asset for your company through my dedication, sincerity and highest level of professionalism.

Sincerely,

Ifthiar Hosain

Phone- 01797070128