

Nambi Lucia
Kampala,Uganda
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14th November 2024

To: Human Resource Manager
Baylor College Of Medicine
P.O.Box 72052
Kampala, UGANDA

Dear Sir/Madam,

RE: APPLICATION FOR THE POSITION OF ADMINISTRATION OFFICER

I am writing to express my interest in the Administration Officer position. With a Bachelor's degree in Business Computing, certifications in CCNA and data analysis, and vast experience in office management and administration, I have developed a solid foundation in overseeing daily office operations, managing staff, and maintaining a professional and organized work environment. My experience includes handling office supplies, enforcing policies, and managing sensitive information with discretion.

In my current role, I have supported human resource tasks, including employee onboarding, training and records management. Additionally, I bring expertise in managing office technology systems and providing IT support, ensuring that systems function efficiently and remain up-to-date with industry standards. My strong organizational, communication, and problem-solving skills enable me to multitask effectively and prioritize responsibilities.

I am highly motivated and committed to contributing to your organization's success. I am confident that my skills and experience align well with the demands of this role, and I look forward to the opportunity to discuss how I can support your team. Thank you for considering my application.

Yours sincerely,
Nambi Lucia