Address: C-246 Gulshan-e- Rafi ,

Malir Karachi, Pakistan.

Mobile : 0344-3268047

C-NIC :42201-3258903-8

E-mail : [nayab\_sho@yahoo.com](mailto:nayab_sho@yahoo.com)

March, 12 , 2014

Director

Dewan Cement Limited Karachi-75270

Dear Sir,

This correspondence and enclosed cover letter is in response of your advertisement for Quality Control Manager at your company .I am interested to work for this post and want to explore the opportunity to be a part of this great organization.

My experience of research in the relevant field uniquely qualifies me in many of your key areas. Kindly note that I have recently working as a Research Officer in ICCBS University of Karachi from 1.5 years.

I have excellent analytic and problem solving skills and have command on working knowledge of laboratory tests and equipments. One of strongest attributes I bring to any job is my ability to communicate at all levels.

I have attached my CV for your review. Thank you for considering this application. I would welcome to forum a personal interview to discuss how my unique blend of skills could benefit your organization.

Cordially,

Nayab Shoaib.