

Khubaib Adnan

+923369158818
Khubaib.adnan321@gmail.com
khyber Road., Pesahwar
cantt.

May 23, 2023

**Hiring Team
United Nations
Federation**

Dear Hiring Manager,

I am writing to express my strong interest in the intern role at United Nations Federation. As a BBA student at Institute Of Management Sciences with a CGPA of 3.0, and the finance manager and data analyst at Drippytoes, a pre-loved branded shoes ecommerce business, I am confident in my ability to contribute to the success of your organization.

My experience at Drippytoes has honed my skills in finance and basic data analysis, and has taught me the importance of teamwork, adaptability, and problem-solving in a fast-paced environment. As the finance manager, I have been responsible for managing the company's financial transactions and maintaining accurate records. Additionally, in the absence of our marketing manager, I have also managed the marketing and media for our business, which has taught me valuable skills in social media marketing and content creation. Furthermore, during the pandemic when my college was closed, I also gained experience working with my father in his custom agency business, where I learned about the importance of customer relations, sales, and management. Additionally, I also helped my mom manage her home-based food business, which involved managing inventory and social media presence.

I am confident that my skills and experience make me a strong candidate for this intern position at Engro Corps. I am passionate about utilizing my skills and knowledge to contribute to the growth and success of your organization. Moreover, I am excited about the opportunity to work at United Nations Federation, a renowned company known for its innovation and expertise in the field. Thank you for considering my application. I look forward to discussing my qualifications further with you.

Sincerely,

Khubaib Bin Adnan