

Sazal Alam

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Dear Sir/Ma'am,

At your convenience, I would appreciate the opportunity to discuss the position and my candidacy with you.

I am a self-motivated Accounting and Financial Management graduate from **La Trobe University** (Australia). While studying for my degree, I have worked in many job sectors supporting myself abroad since 2013. During my academic career, I had the privilege of working for my university as **Orientation Buddy**. I also worked as an intern at **Nokia Networks** soon after my graduation. After my internship, I was employed by a company called **The Little Paris** to work as their **Administration Officer**. These jobs helped me gain valuable experiences such as **Client Service, Employee Management, Online Marketing**, assisting in the **Operations of Accounts Payable, Employee Expense Systems** as well as **Developing and Maintaining Interpersonal Skills** with colleagues and clients. In both my academic and professional life, I have been constantly praised as a fast learner by my professors and peers. Whether working on academic, extracurricular or professional projects, I apply proven **time management, multi-tasking** and **problem solving skills**, which I hope to leverage into my future role in your company.

After reviewing my resume, I hope you will agree that I am the type of proficient and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at **01615001030** or via e-mail at sazal.alam@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration; I look forward to hearing from you soon.

Sincerely,
Sazal Alam