

Mariam Abdallah

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MOMBASA, KENYA.

12TH JANUARY 2022

MPESA FOUNDATION ACADEMY

HUMAN RESOURCE MANAGER

IMARIKA DT SACCO LTD

P O BOX 712-80108

KILIFI

Dear Sir/Madam

REF: APPLICATION FOR OFFICE ASSISTANCE

I am pleased to be applying for the Office Assistance at **IMARIKA DT SACCO LTD**

. Which has been posted and advertise on social medias. What is more. I am certain that this role would be an opportunity for me to further grow both professional and as a person.

My name is Mariam Abdallah and I am a results-oriented and dedicated individual offering a proven track record of success in meeting and exceeding all assigned targets and objectives. At Kenya Revenue Authority where I worked as an ICT Support officer. I was mainly in the support team, troubleshooting and resolve any hardware and software issue, installing and configuring the various applications, Customer service and support, Networking Configuration and troubleshooting, Printer Configuration. I have work on the IT Network Support Technician and hardware repair and maintenance. I have also worked on the Help desk, handing administrative activities. I am a team player and also can work independently to meet the institution goal.

I am a Kibabii University graduate with a bachelor's degree in Information Technology with Second class upper. I can work with or without supervision.

Hoping for positive response.

Yours Faithfully

Mariam Abdallah