**Sarvesh Pratap Singh**

3Biggin Court, App 413

Toronto, Ontario M4A1M1

Contact Number :( 647) 527-7040

E-Mail: [talktosarvesh@gmail.com](mailto:talktosarvesh@gmail.com)

To,

Hiring Manager,  
  
Regarding the position currently advertised on your website for Business Analyst, please find attached a copy of my resume for your consideration.  
  
Having worked within the industry for over 6 years, I have developed a wide range of skills that would meet and exceed the expectations for the role. In my present role as a Campus Administrator for **Canadian College of Business Sciences and Technology.** I have had many achievements, established operational, placement, enrollment and retention, collection, and staff development goals.Successful at designing and implementing business strategies that increased student continuation rates and exceeded established college metrics.Establish operational policies and procedures and make any necessary modifications, based on analysis of operations, demographics, and other research information.

Tenacious in building new clientele, securing customer loyalty, and forging strong relationships and communications with management, internal departments and business partners to achieve organizational goals and objectives.

I would relish the opportunity to bring this level of success to your company. If you would like to get in touch to discuss my application and to [arrange an interview](https://www.monster.ca/career-advice/article/the-phone-interview-how-not-to-mess-it-up), you can contact me on 647-527-7040.

I look forward to hearing from you soon.  
  
Yours sincerely,

Sarvesh Singh

647-527-7040