Dear Hiring Manager,

I believe you are doing well.

I am a highly focused customer relationship and business development professional, with over 8 years of experience in Sales, Business development and Customer Service. My experience aligns well, as I have worked in Collections, Customer Relationship and Business Development position with several Banking and Financial Institutes.

My diverse skills include navigating the Microsoft Excel, Office Suite, Internet Of Things and organizational management software, utilizing critical thinking, performing data entry functions, problem-solving and implementing organizational skills with time management.

I am known to be a Goal oriented, pro-active problem solver with positive team working ethos. I possess a sound analytical mind-set and I believe in working within the organisational policies. I know I would make a valuable addition to your team.

In my previous job as a **Customer Service Officer-Collections,** I have proven to be an asset to the team by achieving the target assigned to me, following the KPIs and the policy guidelines. I have efficiently contributed as an individual and also as a team player based on the requirements of the management.

I have attached my resume for your consideration.

It would give me great pleasure to hear back from you regarding my application.

Thank You,

Regards

Sahajal Lohani

Mob: 437-226-0904