Abubakar Ibrahim Dalhatu No. 2 Awolowo,

Brains and hammer Apo, Abuja, Nigeria

08th June 2023

The Human Resource Manager

Dear Sir/Madam,

RE: APPLICATION FOR THE POST OF INFORMATION TECHNOLOGY (IT) OFFICER

I'm a client-oriented Information Technology (IT) Specialist vast experience in system administration. Highly proficient in systems analysis, troubleshooting and problem solving. Accomplished skills in windows and Linux systems administration, Held desk administration as well as IT policy enforcement. Exhibits excellent communication and interpersonal skills managing vendors and project teams ensuring project objectives are delivered on time and budget. A resourceful team player who is adaptable in multi-cultural settings. With outstanding capacity building abilities in both non-profit and for-profit sectors. Constantly keeps up to date with changes in the technology sector while seeking for opportunities to apply acquired knowledge.

I hold a MSc. (Bachelor of Science) in Information Technology degree and valuable IT vendor certifications, which include: CCNA (Cisco Certified Network Associate), Devops. In addition, I have attended multiple on-job training courses that are relevant to this job, these include: IT Project management Oracle, C++, Python Django.

As an IT officer working with Concern, I successfully executed my responsibilities in provision of IT support and administration services, ensuring maximum reliability and utilization of the organization’s IT

resources. In addition, I planned and implemented IT knowledge transfer programme for nationals. I’m also a competent trainer with 8 years in the IT sector, where delivered exceptional results System setup, troubleshooting and configuration both linux and windows. Provide

Over the past **7** years, I have been a freelance IT consultant providing services to various non-governmental organizations in support of their operations in the East, Central and Horn of Africa regions; enabling them to conduct operations efficiently and at minimal costs. These include: ***Grassroot Initiative for strengthening community resilience (GISCOR) in Maiduguri, Zenith of the girl child and women initiative support.***

It’s in this regard that I wish to join Norwegian Refugee Council (NRC) and enhance delivery of humanitarian services at this esteemed organization.

Thank you for your time and do look forward to discussing further on how I can add value to your organization.

Thank you,

Abubakar Ibrahim Dalhatu