

NUSRAT JAHAN

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19 July 2021

To,

Something else

BRAC.

BRAC Centre, 75 Mohakhali, Dhaka-1212.

Subject: Job Application for Financial Analyst post.

Dear respected Sir/Ma'am,

Greetings. I have come to know via social media that BRAC is recruiting 'Financial Analyst' and

I am

highly interested in this post at your prestigious organization.

I have successfully completed graduation and post graduation in Finance & Banking under the

BBA and

MBA program respectively from Bangladesh University of Professionals. I have done three month internship program at Bank Asia Ltd at the end of BBA. I worked as a Junior Executive Audit

Reviewer in

GSCS International Ltd. for two months while I was working on my thesis paper for MBA. In addition to

my education, I am well-versed with Microsoft Office suite (Excel, Powerpoint, Word), Stata, G-suite. I

believe my attributes, being, self-driven, quick adaptability and inter personal skill will add value

to your organization. The remuneration from this position is 30,000 BDT.

I have enclosed my resume for your review which describes my work experience, education,

skills,

achievements etc in detail. I can be reached anytime by my given contact information. I look forward to

hearing from you soon.

Thank you for your time and consideration. Best Regards.

Cordially,

