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**C O N T A C T**

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**S K I L L S**

Accountability Customer Service & Creativity Improving Business Efficiency

Attention to Detail

Work on own initiative Motivated and energetic

A R E A S O F E X P E R T I S E

* Sales and IT Support
* Self & Team Management
* Conflict Resolution
* Brainstorming Creative Ideas
* Maximizing Efficiency
* Project Management
* Building a Passionate Team
* Productive Climate
* Increasing Profitability
* Business Procurement

TITTO THOMAS

Dear Sir /Madam,

I would like to take this opportunity to introduce myself as an energetic and reliable person with an aim to achieve success in my career and life. I am very good with analyzing situations to find if improvements can be made upon and to make processes that enable seamless functioning of business.

Considering my exposure mainly in Technical Support, Client management and Technology Sales coupled with my enthusiasm and dedication to achieving success, I believe I am a good candidate for this role. My keen fiscal observation, exceptional eye for detail for areas for improvement and time management skills have always been a great asset when asserting and maintaining timely production of fiscal deliverables.

This has earned me considerable deference in the industries I have worked.

I am very enthused to be able to apply for this opportunity and would like to discuss it in more detail so that you are aware of my abilities to work well in this capacity. Thank you for your time and consideration.

Looking forwards to hearing from you ,

Yours faithfully,

Titto Thomas