

To,

23 June,2024

The Head Human Resources Administration

Prime Commercial Bank Ltd.

Head Office

Dear sir/madam,

I would like to apply for the role of trainee assistant which I have seen advertised on 23 june 2023 in social media pages.

I have a solid background in costumer service which I have gained from social works and I enjoy communicating and talking to different people. I feel that I pick up new things quickly and adapt to different environment .

I work well using computerized system and have learnt many in house system fast .I have a fresh mind and feel good working around numbers .I am an organized and accurate worker with learning new skills and improving for myself and the company I work for .

Please find inclosed my CV should you have any further any questions , please don't hesistate to contact me and I will be happy to answer any question that you may have.

Thank you for taking the time to read my CV .

Yours Sincerley

Ashmita Shrestha