

MATTHEW ZAKKA

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The Hiring Manager,

Dana Group Lagos Nigeria.

Dear Sir/Madam,

I am writing to express my interest in the position of a Maintenance Officer in your company.

I currently work as a physics teacher at time school in Kaduna State where I am responsible for preparing lesson plans, teaching students, assigning homework, and creating and grading exams to test students in the information they have learned. I also worked in Umaru Ali Shinkafi Polytechnic Sokoto State as an Assistant Lecturer in Introduction to Fluid Mechanics where I delivered lectures and ensured that the students understood and I also evaluated and graded the students. At TotalEnergies and Marketing Nigeria Plc, I worked as a Maintenance Assistant where I carried out daily maintenance on generator, server, computers and fuel dispensing pumps; prepared monthly maintenance fault report, issued work permit and job completion certificate to contractors, raised and printed local purchase orders, prepared weekly and monthly maintenance report and assisted in stock taking at TotalEnergies blending plant at Kakuri Kaduna State.

I am a graduate of Kaduna Polytechnic with a higher national in mechanical engineering (power and plant) at upper credit level.

I possess strong analytical and presentation skills, critical thinking skills, digital awareness, excellent oral and written communication skills, safety skills, good problem-solving skills, curiosity and a great appetite for learning and good appreciation and working knowledge of Microsoft office tools.

I believe I will be the ideal candidate for this position based on the fact that I have good knowledge of fluids coupled with the fact that my skills and work experience meets your requirements.

Thank you for taking time to consider my application. I look forward to hearing from you.

Best regards,

Matthew Zakka.