

19th July, 2021
HR Manager
Square Pharmaceuticals Ltd
Kaliakoir, Gazipur (Pharmaceutical Plant)

Dear Sir,

I recognize that your organization is seeking some dynamic people for working & I would like to apply for the post **Executive IT** at Square Pharmaceuticals Ltd. I believe that my work experience, extra curricular activities, course work in Bachelors degree in AIUB will enable me to successfully contribute as a Executive IT in Square Pharmaceuticals Ltd. You will note from my enclosed CV that, my job experience & education background as well as worthy for your company.

In future, I want to work hard as an Executive IT that will help to increase fame & revenues of your company. I am a quick learner and to finish my task within deadline. I am also punctual, well-organized, self-driven and can be counted upon to finish what I start. So please review my resume and I share some of skills of mine on Executive IT:

- IT Support.
- Digital marketing Expert
- Keep the company up-to-date with latest Technology and digital development.
- Product Analysis, Categorizing & Uploading.
- Collect customer's feedback and make process changes to exceed their satisfaction.
- Keep all critical data safe and secure by storing into private cloud system.

As I mentioned my additional experience above, so I am interested in that position and would welcome the opportunity to interview at your convenience. Please consider my letter an expression of my sincere interest in pursuing elementary vacancies that may arise in your Company. You may reach me at **+8801748234574** or email me at **sarder.shakil1997@gmail.com**. Thanks for your time & consideration.

Sincerely

Shakil Sarder
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