26th November 2021

The Human Resource Officer
Fiji Revenue and Customs Services

Dear Sir/Madam

Re: Application for Systems Engineer

I am writing this letter with the intention to apply for a placement in the position for Systems Engineer as advertised on the FRCS website. I have skills related to IT infrastructure with advanced skills in SQL and Oracle Database. I have completed my bachelor's degree in Software Engineering from the University of the South Pacific and will be graduating with Masters in Computing Science and Information System in September, 2022.

As described in the job description I meet the experiences and qualification required. At ITC Services, I perform SQL and Oracle Database installations, administration tasks, user creation, recovery backups, optimization, maintenance, upgrades, migration and querying for requested information and generating Ad-Hoc reports. I have experience working with Oracle Databases from Digicel where the primary role included monitoring, maintaining, performing backups and recovery of databases in the Oracle environment.

Furthermore, at ITC Services I participate in projects such as database migrations and server/application upgrades. I have completed ITIL 4 Certification and currently manage the IT Service Desk Management System (SysAid) for ITC Services. I also have experience working with Windows Server environments, including server creations.

Moreover, I am eager to work with new things, being a responsible and believe in teamwork. I also have good communication and presentation skills and timely with the duties assigned.

I would be available for an interview at any time convenient to you.

Yours sincerely

Shaazreen Saista Bi