

Lt. Colonel Hussien Mohammed

Metallurgical and material engineer

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 Addis Ababa , Akaki kality

Subject: Application for General Service & Transportation Officer Position

Dear Reality Construction & Real Estate,

I am writing to apply for the General Service & Transportation Officer position at Reality Construction & Real Estate. I hold a Bachelor's Degree in Metallurgy and Materials Engineering and have several years of practical experience working in general service roles at Akaki Basic Metals Industry which attached with my CV.

Throughout my experience, I have been responsible for coordinating daily general service operations, including transportation coordination such as scheduling and routing vehicles, ensuring timely transportation of personnel and materials, and maintaining accurate records for mileage, maintenance, and fuel consumption. In addition, I have provided administrative and logistical support, managed organizational resources, and resolved operational issues efficiently.

I have also maintained vehicle registration, insurance documentation, and inspection records to ensure full compliance with organizational policies and regulatory standards. These responsibilities required a high level of attention to detail, adaptability, and strong problem-solving skills to support smooth and uninterrupted operations.

My academic background in engineering has strengthened my analytical thinking and structured approach to problem-solving, while my hands-on experience in general services has enhanced my communication skills and ability to adapt to dynamic work environments. I am dependable, detail-oriented, and committed to maintaining high standards of service delivery.

I am confident that my experience and skill set align well with the requirements of the General Service Officer position, and I am eager to contribute positively to Reality Construction & Real Estate.

Thank you for considering my application. I look forward to the opportunity to further discuss my suitability for this role.

Sincerely,

Lt. Colonel Hussien Mohammed