Sanjida Firdaws

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To whom it may concern,

I am writing for the response to work in an open job or internship which is software developing or technology related. As of now, I have already gained knowledge on Python programming language as well as C++ programming language . Currently I am learning the Java language by myself . However, I have spearheaded the effort to "go digital" for almost all paperwork and planning . Allow me to highlight few bullet points from my resume that I believe demonstrate why I am the perfect candidate for the positions:

- Maintain farthest prudence when dealing with sensitive topics .
- Analytical as a problem solver
- Typed documents such as drafts, corresponding as well as emails ,and prepared 2 reports weekly for management.
- Being able to warmly greet customers and quickly find out what their needs are .
- Assisting with diverse areas including payroll,scheduling and billing.
- Providing exceptional client service in-person and on the phone.
- Cooperative in team works

I consider myself to be a dedicated and dependable individual who possesses excellent verbal communication and customer orientation skills.

I feel that the job is the type of organization in which I would develop my skill more and I am convinced that my experience ,background and qualifications would make me a perfect fit for your vacancy.In closing, I thank you for your time and consideration,and I hope to have the opportunity to discuss the opening with you in person.

Yours sincerely,

Sanjida Firdaws