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TASCO BERHAD, SHAH ALAM, SELANGOR

Dear Sir/Madam,

I am writing to express my interest for the position of HR/ Admin Officer in your esteemed organisation.

Having recently obtained my Bachelor's Degree with Honours in Social Science major in Social Work from National University of Malaysia (UKM), I wish to bring my knowledge, skills and commitment to excellence to your organisation's innovative environment.

As a Social Work student, I've become equipped with the necessary knowledge that come with the direct service positions on the individual or community level through a curriculum that may centers on basic individual and family support services, national social welfare policy, casework planning and intervention strategies.

My internship at Department of Community Welfare (JKM) Seberang Prai Utara also afforded me with the crucial skills to work with some of the best professionals. Being a trainee has developed in me enthusiasm and a true passion for social services.

I do also have some working experience in sales for almost one year while I was studying. Managing timetable for studying and working at the same time requires me to be wise and multitasking.

After doing my internship, I have accepted an offer to serve as a relief teacher at SMK Sri Muda, Penaga for about 2 months. This opportunity absolutely enhance my communication and management skills.

For additional details regarding my qualification and expertise, please review my attached resume.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Sincerely,
Hazwani Nadzir
