C/O P. Mallika,

22/B, Poonagala Road,

Bandarawela.

08-01-2016

Dear Sir,

**POST OF BUSINESS DEVELOPMENT MANAGER**

Reference to your advertisement which appeared in the ‘Sunday Observer’ of 03-01-2016 Inviting applications for the above post, I have pleasure in submitting my application for your consideration.

Your’s faithfully,

**My Plus Points**

01. I can read, write and converse fluently in all three languages.

02. I can maintain the cash, ledger and petty cash books.

03. Over 15 years experience in the Managerial category.

04. Having experience in handling a large workforce.

05. A diploma holder in Marketing.

06. Experience in Sales Promotional activities.

07. Individual letter correspondences and banking procedures.