

Profile of Mohinkhan Malek

My name is Mohinkhan Malek, and I'm from Surendranagar, Gujarat. Currently, I am pursuing a B.Com degree and have completed a Full Stack course from Tops Technologies in Ahmedabad. My journey into the tech world began after being inspired by my brother, who learned programming at home. This sparked my interest, and after gaining some basic knowledge of HTML and CSS, I decided to deepen my skills by enrolling in a Full Stack course. My passion for IT continues to grow as I discover more about the opportunities in this field.

Throughout my education, I have learned that hard work and dedication are essential for success. My school and college experiences have helped me build resilience, patience, and a willingness to learn. While school life felt more relaxed and structured, my current life requires more focus and self-motivation, especially with the new challenges of learning advanced technologies. My parents have always supported my journey, encouraging me to pursue my dreams while maintaining a balance between my education and personal growth.

In terms of my future goals, in the next 3 years, I aim to establish myself as a Full Stack Developer with a strong portfolio of projects. In 5 years, I see myself taking on more leadership roles, guiding teams, and working on innovative tech solutions. In 10 years, I want to become a well-established professional in the tech industry, known for creating impactful products and services.

My mentor throughout this journey has been my brother, whose persistence in learning and growth has always motivated me to push beyond my limits.

Assignment: Email Writing

1. Thank You Email

Subject: Thank You for the Opportunity

Dear [Recipient],

I would like to sincerely thank you for giving me the opportunity to [specific reason]. Your support and trust have been invaluable, and I look forward to contributing more in the future.

Best regards,
Mohinkhan Malek

2. Letter of Apology

Subject: Apology for the Recent Mistake

Dear [Recipient],

I sincerely apologize for the mistake in [specific task/incident]. It was an oversight on my part, and I assure you it won't happen again. I am taking steps to ensure it is corrected promptly.

Sincerely,
Mohinkhan Malek

3. Reminder Email

Subject: Friendly Reminder for [specific task or deadline]

Dear [Recipient],

I hope this email finds you well. I just wanted to send a gentle reminder regarding [specific task or deadline]. Please feel free to reach out if you need any assistance.

Kind regards,
Mohinkhan Malek

4. Email Asking for a Status Update

Subject: Request for Status Update on [Project or Task]

Dear [Recipient],

I hope you are doing well. Could you kindly provide an update on the status of [project/task]? Your response will help me plan the next steps accordingly.

Best regards,
Mohinkhan Malek

5. Resignation Email

Subject: Resignation from [Position]

Dear [Recipient],

After much consideration, I have decided to resign from my position at [Company Name], effective [Last Working Date]. I am grateful for the opportunities and experiences I've gained here. I am happy to assist during the transition period.

Sincerely,
Mohinkhan Malek