

Dear Hiring Manager,

I am writing to express my interest in the **Executive – Operations** position at MMG Shipping Lines Ltd. With an academic background in Organization Strategy and Leadership (MBA, University of Dhaka) and practical experience in data management, stakeholder coordination, and operational reporting, I am confident in my ability to contribute effectively to your logistics and documentation operations.

During my internship at Abdul Monem Ltd., I managed HR operations for over 200 employees, coordinated compliance processes, and maintained accurate records—skills directly aligned with your requirements for document handling, coordination, and audit preparation. I am proficient in **MS Office**, **SQL**, and **Power BI**, and bring strong communication skills in both English and Bengali.

My hands-on approach, attention to detail, and ability to perform under pressure will enable me to manage documentation workflows and support continuous process improvements at MMG. I am excited about the opportunity to grow in a dynamic and professional shipping environment.

Thank you for considering my application. I have attached my CV for your review.

Sincerely,

Kazi Noor Ahmed

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