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To
Hiring Team
SOFTEKO
Dhanmondi, Dhaka, Bangladesh

Subject: Application for Business Analyst Intern Position

Dear Hiring Team,

I'm writing to express my interest in the Business Analyst Internship position at SOFTEKO. This opportunity appeals to me because of my strong interest in process optimization, data-driven decision-making, and the potential for ERP systems to alter businesses.

Throughout my academic and professional career, I've developed competence in business analytics, customer segmentation, and sales performance optimization. In past projects, I successfully evaluated e-commerce and banking client datasets using Power BI and Python to create focused marketing strategies that resulted in quantifiable profit and engagement increases. I've also led data-driven projects that combined Tableau dashboards and PostgreSQL databases, which are talents I'm keen to apply to SOFTEKO's ERP installation efforts.

Although my academic background is in environmental science, I have actively pursued technical training in business intelligence, cloud platforms, and CRM systems such as Salesforce, all of which have honed my ability to analyze and interpret complicated business processes into practical solutions. I am especially enthusiastic to expand my knowledge of ERP platforms, including Odoo, and contribute to module setup, workflow mapping, and user training—all areas where I believe I can have an immediate impact.

The potential of working in SOFTEKO's collaborative, client-centric culture, as well as the opportunity to advance to a permanent position, clearly coincide with my professional goals. I am confident in my ability to contribute to your dynamic team because of my analytical approach, great communication skills, and commitment to continual learning.

Thank you for considering my application. I look forward to the opportunity to discuss how I can help SOFTEKO expand its ERP services.

Sincerely,
Md Rakib Hasan