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| **Rohan Shah**  Student Assistant | |
| San Jose, 02/28/2019  **Operations Manager,**  San Jose State University  Respected, Being an aspiring student of San Jose State University and studying master’s in computer software engineering, I was thrilled to see your posting for the position of FD&O Central Stores/Parts Runner Student Assistant. Having the blend of previous experience with educational institution am positive that I can help with in Performing inter-department deliveries and Assist in in the office. I have a good experience in handling Administration in professional manner.During my undergraduate studies, I was involved in so many events like college tech fests and competitions where I got a hands-on experience of working with administrative staff closely. In my final years of college degree, I had a responsibility of handling registration committee and hospitality department where I had to take care of all the administrative stuffs like creating and maintaining registration forms, issuing students and participants their identity cards and also guiding guests to events venues and proving them all the information about event schedules and college activities. This responsibility has helped me to polish my communication skills as well. I am confident that I will be able easily able to Perform data entry, Paperwork assistance, payment handling and email box operations with the help of previous experience I had in my company. I am willing to do the needful for all the duties given by the manager.  Within this great part time working opportunity with my study I hope I will be able to perform as per the department’s expectations. I have strong feel and hope that you will consider my application for this opening.  Thanking you.  Kind Regards,  Rohankumar Shah. | **Personal information** |
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