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| YAKOBO YOHANA ANDONDILE  C:\Users\HP\Downloads\PASSPORT S Apr 24, 2023 (2)_page-0001 (1).jpg | **P.O BOX 38562,MOROGORO,**  **TANZANIA.**  **Phone:** +255713779228  **Email:** yakobandondile3@gmail.com  **LinkedIn:** [www.linkedin.com/in/](http://www.linkedin.com/in/)yakobo-andondile-86b018156 |
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**20TH MAY, 2023**

**To:**

Human Resources manager,

Zanzibar Urban West,

ZANZIBAR,

TANZANIA.

**Dear hiring manager;**

I’m excited to submit my application for the **Receptionist/Guest Relationship Executive or Front Office** at **Zanzibar Urban West, Tanzania** to bebased in Zanzibar, Tanzania saw listed on [www.LinkedIn.com](http://www.LinkedIn.com) . With a B.S. in Computer Science Software Engineering and over four years of hands-on experience as an IT Specialist proficient in computer and others electronic devices troubleshooting, maintenance, diagnosis and repairs both hardware and software, Advanced MS excel, databases administrations (MySQL, SQL data queries), networking configurations, programing, data management, Office Suites (Word, Outlook, excel, PowerPoint), Google services, system security and encryption and support all IT needs. I’m confident that I’d be a strong addition to your team.

While working as an IT Specialist at Kajenjere Trading Company Ltd. in Morogoro, Tanzania I gained substantial experience in customer centric skills, Information management, databases designing and administrations as well as creating advertisement plans for company products and services like brochures, flyers, posters, website updating and development. I leveraged my knowledge of how to interact with coworkers to make things run in a very efficient way. I choose Zanzibar Urban West because it's a technology driven organization and I like their innovations like the use of Artificial Intelligence and IT solutions where it made easy to implement their projects and easy in monitoring of information and other resources under an organisation in the database systems. It would be a great honour to share my ICT expertise at Zanzibar Urban West.

At Kajenjere I demonstrated my ability to hit deadlines, maintain strong attention to details, and produce quality results. I’m confident my skills will be put to good use at Zanzibar Urban West. Thank you for your consideration, and I look forward to hearing from you soon.

**Sincerely,**



**Yakobo Yohana Andondile.**