

CHARLES MSEKERA MAJESHI  
P.O.BOX. 552  
KAHAMA

03 JUNE 2023

HUMAN RESOURCE MANAGER

DAR ES SALAAM

Dear Sir/miss

REF;APPLICATION FOR ADMINISTRATION MANAGER POSTION

When I learned of your need for an experienced Administrative Manager, I felt compelled to submit my resume for your review. With more than 3 years of experience in diverse aspects of administrative management complemented by my proven ability to successfully spearhead operations and staff, I am confident in my ability to significantly benefit your organization in this role.

From developing administrative systems and managing organizational procedures to building solid relationships and training and developing high-performance teams, I am able to provide comprehensive office leadership and support. My ability to interface across organizational levels and functions to drive policy development and enhance productivity and efficiency along with excellent problem solving and communication skills prepares me to thrive in this challenging position.

Utilizing superior leadership, issue resolution, mentoring, and motivational skills to propel programs and staff to peak results.

With my demonstrated administrative management experience and my enthusiasm and dedication to achieving success, I am confident that I could swiftly surpass your expectations for this role. I look forward to discussing the position in detail.

Thank you for your time and consideration.

Sincerely,

CHARLES MSEKERA MAJESHI