**FIDEA RAPHAEL MNDOLWA**

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Dar es Salaam, Mbezi Beach .Tanzania

**Dear Sir/Madam**

**RE: APPLICATION FOR THE POST OF HUMAN RESOURCES AND ADMINISTRATION MANAGER**

I am a Human Resources Management graduated “Advance Diploma” with more than **ten years** experience at the medium and large Companies, at the medium company I implemented highly successfully incentive program as well as policies including Human Resources Policies which resulted in 35% improvement satisfaction. I believe this is a great example of my initiative which I can bring to the big company team.

The key factor which attracted me to Human Resources and Administration Manager to the Big Company is the firms approach to the employee well being to improve staff retention; I believe that I could thrive in such dedication and high performance environment and self discipline.

If I offered a role the big Organizational which handle big organization like yours, I’ m confidence that I will take your team’s success rate to even great heights. My previously within the same roles including

* 40% reducing a company turnover rate as a result of introduction of employee wellness and incentive programs

As an HR professional, **I enjoy being able to help people fulfill their potential by hiring the right people and then helping them thrive in their jobs**. HR allows me to express my personality every day.

I’ m looking forward to discuss further how may unique skills and dedication to HR can help your team, And I m available for an interview at your convenience time.

Regards

Fidea Mndolwa