

Atuhalile Mwinuka  
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General manager,  
Danvast company,  
Dar es salaam, Tanzania

Dear Sir/Madam,

**Ref: Job Application for Human Resource Manager**

Kindly refer to the subject above, my name is Atuhalile Mwinuka. I am a 28-year-old Tanzanian Female living in Dar es Salaam. I am a holder of a Bachelor's degree in Business Administration acquired from the Tanzania Institute of Accountancy (TIA), Dar es Salaam.

I am a highly motivated individual with excellent data collection, documentation, and analysis skills. Throughout my study, I have gained experience working for companies such as TANESCO and TTCL which has helped me familiarize myself more with the working environment as an intern. I have excellent presentation skills and I'm well-skilled with all MS Office suites programs such as Excel and Word. Moreover, I have excellent people and communication skills and excel working in a team. I am confident that my quick learning, unparalleled attention to detail, and high aptitude for understanding and analyzing data will make me an immediate asset at DANVAST COMPANY

I look forward to talking in more detail about my qualifications with you soon, available to talk at your soonest convenience.

Thank you for your time and consideration,

Kind regards,

Atuhalile Mwinuka.

