

SELEMANI NURU BAKARI,

P.O. BOX388,

SINGIDA.

20/06/2023,

HUMAN RESOURCE MANAGER,

DANVAST CAREER SEARCH,

DAR ES SALAAM, TANZANIA.

RE: APPLICATION FOR THE POST OF HUMAN RESOURCE MANAGER.

My name is Selemani Nuru, a boy with bachelor degree in business administration, my education and my work experience make my personal skills that I am qualified and the best for the above position, I would greatly appreciate you considering my placement in this role.

My academic experience has greatly contributed to the development of Administrative Affairs, Managing office inventory ,Forecasting, Influencing, Business Partnering, Change and Adaptability, Coaching and Mentoring, financial management, time management problem solving skills, market, promotion, communication, good customer services, entrepreneurship, supervising and leading, good accounting and report preparation, team work, marketing, financial operation. I excel at communicating both clearly and professionally with co-workers, management and customers with very honest heart and accountable manners also iam able to work in different organizations structure. I am looking forward to speaking with you further to provide details of my background with my CV and those qualities which I believe will be an asset to your organization.

I have the ability to work in difficulties and stressful situation while staying focused and committed to my job. I believe in always presenting myself in a professional and friendly manner regardless of situations. I am certain that I have the training, and experience skills that help to meet organizational goals.

Thank you for your time and consideration.

Sincerely,



SELEMANI NURU

0621694005

Sulleymanwandy67465@gmail.com