

Vivian David Makao

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Dar es salaam

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The Managing Director,

Dynamic Finance Company

Dar es salaam

Tanzania.

Dear,

RE:APPLICATION FOR THE POST OF CALL CENTER AGENT

Refer to the above heading.

I am writing to express my interest in an call center agent with Dynamic finance company at Dar es salaam, Tanzania. It is my goal to secure this call center agent with such a reputablefinance company. I can put my education, training and skills to good use and this job would be the perfect opportunity to accomplish that objective.

I earned a Diploma in Records Management at the Tanzania Public Service College. I have also experience in working as Data Officer in Covid 19 at MDH (Management and Development forHealth Tanzania).

I have extensive knowledge of Ms Office programs and data collection. My experience includes Maintain accurate records of customer, performing different Office works, report preparations also providing good Customer Service.

A comprehensive look at my education background, work history and skills relevant to this position ara detailed in my resume along with references. I am confident that you will agree my credentails match the need of your prestigious organization.

I look forward to hear from you soon.

Respectfully,

Vivian D Makao