

Dear Sir/Madam,

With due respect I am Faisal Anwarul Saadat taking an opportunity to apply for the position of any Procurement & Admin support related job. I have 20 years Gulf experience for the mentioned field under some recognized world best multinational company.

I am enclosing my resume which proves satisfactory as per the requirements of mentioned position. I feel strongly that my academics, skills and work experience would surely match the qualities you are looking for.

I believe that all my qualification & suitable experience, along with my drive and enthusiasm to work hard, make me an excellent candidate for employment. I would really appreciate if you could provide the favorable importance to my resume and provide me an opportunity to be interviewed at your convenience.

Thank you very much for your time and consideration.

Sincerely yours,

Faisal Anwarul Saadat

CPR No-740350528