

Dear Sir/Madam,

My name is Raju Kumar Mishra. I am 27 years old citizen of India, currently living & working in the Kingdom of Bahrain. I am professional in Business Development, Administration, Social Media Marketing & General Management.

In my 9-year career in Multiple Industries as an Jr. Clerk to Operations, and Business Development Manager. As an experienced professional who has a proven track record of savings costs and working with large Industries, I believe I would be an asset to your company. I have over all 9 years of experience handling large people & thousands of tasks every day in the company, Creating new rules of operations as per requirements & deal with lot of clients every day. My proven ability to meet organizational goals and deadlines has been tested over time while working in both domestic and international positions that have increased in responsibility. In every position I have held, I'm proud to say I have performed at my utmost best. Often, I won't leave the office until all tasks are completed by the end of the day to ensure the best service for my clients. What really separates me from other candidates is my operational experience and commitment to hard work.

My further qualifications include a bachelor's degree from CCS University, a degree in commerce, and worked on SAP, CFSMAG, Microsoft Office, InvoPos & more.

Certified with

- Six Sigma Black Belt from PMI
- Product Managing from PMI
- Business Law for Managers from PMI
- Project Management Foundations from PMI
- Lead Auditor – Quality Certifications from Kuwait

I believe that my strong educational background and extensive experience in the field makes me an appropriate candidate for the position. As you can see in the resume attached in this letter, I have the necessary knowledge and skills for this position. I strongly believe that I can perform all the duties and tasks very well. I also believe that this employment opportunity would make significant advancement in my career since your organization is one of the leading organizations in the field. I would appreciate the chance to discuss opportunities within your organization that fit my background. Please feel free to contact me by phone or email listed below. Thank you for your attention and I look forward to speaking with you soon. Thank you!

Sincerely,

Raju Kumar Mishra

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Looking for new opportunities