

Chioma Grace Okonkwo

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The Human Resources Manager

Excel Dynamics Services Limited
Plot 45, Adetokunbo Ademola Crescent
Wuse 2, Abuja, FCT, Nigeria.

Dear Sir/Madam,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to express my interest in the position of Administrative Officer at Excel Dynamics Services Limited as advertised.

I possess a Bachelor's degree in Business Administration from the University of Abuja and have accumulated over three years of practical experience in administrative operations, clerical duties, scheduling, and internal office coordination.

During my time as an Administrative Assistant at PrimeGate Nigeria Limited in Maitama, Abuja, I was responsible for managing records, organizing meetings, handling correspondence, and ensuring efficient office procedures.

I am highly organized, detail-oriented, and proficient in the use of Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.

My passion for administrative excellence and strong communication skills have always been evident in my work.

I believe that working at Excel Dynamics Services Limited will provide me with the right platform to contribute effectively to your organizational goals, while also allowing me to further grow professionally.

I have attached my curriculum vitae for your consideration. I am available for an interview at any time convenient to you and can be reached on 08034567891 or via email at chiomagrace.okonkwo@gmail.com.

Thank you for taking the time to review my application. I look forward to the opportunity to contribute positively to your esteemed organization.

Yours faithfully,
Chioma Grace Okonkwo