

COVER LETTER

To,
Human Resources Department,

Respected Sir/Madam,

I am well aware of the name of your esteemed organization for outstanding working environment that encourages employees to achieve their goals. It would be no less than a golden opportunity for me towards my bright career to work in your highly reputed organization. Therefore, I am writing to enquire whether someone with my background, experience and qualification can be of interest to your organization.

Attached is a copy of my resume. Obviously the resume cannot cover the full range of involvement; therefore I would welcome the opportunity to discuss any of these which may be of interest to your reputed Organization.

I will thanks to you for kind consideration. I would be grateful if you consider me for a work suitable to my skills and knowledge. I am confident that my technical skills, experience and subject knowledge would make me eligible for the work offered in your organization.

I look forward to hear from you at your earliest convenience.

Thanks and Regards,

Yours Faithfully,

President Shakil

Enclosure: RESUME

RESUME

PRESIDENT SHAKIL MAHAMMEDSAEED

Residential Address:	Contact details:
10-121 Goal Faliya Near-Moti Masjid At.Kavi Ta.Jambusar Dist.Bharuch Pin Code:-392170	Email ID : shakilpre99@gmail.com Mobile No.: (+91) 7203958422

❖ **OBJECTIVE:**

To work in competitive and challenging environment with greater responsibilities in quality assurance department, where I can use my best knowledge and skill towards the prosperity of organization and for excellent professional growth of myself.

❖ **WORK EXPERIENCE:**

Period	Company	Department	Designation
5 Jun 2023 to 6 Jun 2024	PI INDUSTRIES LTD. Sterling Sez,At & PO.Sarod Ta.Jambusar Dist.Bharuch	Quality Assurance	Apprantice

❖ **AREAS OF INTEREST:**

- ✓ Quality Assurance (QA)

❖ **JOB RESPONSIBILITIES:**

- ✓ Pre and Post packing approval for finished good product.
- ✓ Weekly and Monthly round in QC
- ✓ Plant Round as per Checklist.
- ✓ Review of BMR,
- ✓ To perform and maintain the record for Dispatch of finished product.
- ✓ To maintain the documents of self inspection.
- ✓ To maintain the Training related documents.
- ✓ Preparation of SOP

❖ **EDUCATIONAL QUALIFICATION:**

QUALIFYING EXAM	UNIVERSITY / BOARD	QUALIFYING YEAR	RESULT (%)	CLASS
M.Sc (Organic Chemistry)	VNSGU	2023	6.62 CGPA	First
B.Sc(Chemistry)	VNSGU	2021	5.86 CGPA	Secound
H.S.C	GHSEB	2017	47.84 %	Pass
S.S.C	GSEB	2015	55.66 %	Secound

❖ **SUMMARY OF SKILLS:**

- ✓ **COMPUTER PROFICIENCY:** Operating System like Windows 7, Microsoft Word, Power Point, Excel and Internet Surfing and E-mail Operations.

❖ **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES:**

- ✓ Music listening.
✓ Playing Cricket.
✓ Travelling at religious and adventurous places.

❖ **PERSONAL DETAILS:**

Father Name : MahammedSaeed President
Mother Name : Mariyamben President
Date of Birth : 04-08-1999
Gender : Male
Marital status : Unmarried
Languages known : English, Hindi, Gujarati

❖ **DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge & belief.
I assure that I will do my work with good favor and dedication looking forward for your positive response.

Place: Kavi

President Shakil