

Najnin Nahar

Naya Nagar, Uttara, Dhaka

Phone: 01836522462

Email: NajninNahar1992@gmil.com

Date: [Write Today's Date]

To

The HR Manager

[Company Name]

[Company Address]

Subject: Application for the post of Facebook Page Moderator

Dear Sir/Madam,

I am writing to express my interest in the position of Facebook Page Moderator at your organization. With one year of experience in sales and marketing, I have developed strong communication and customer service skills that are essential for effective social media management.

In my previous work, I handled customer messages, managed online posts, and maintained page engagement. I am confident that my dedication, patience, and understanding of social media communication will allow me to contribute positively to your team.

I would be grateful for the opportunity to discuss how my skills and experience align with your company's goals. I look forward to your positive response.

Thank you for considering my application.

Sincerely,

Najnin Nahar

Resume

Name: Najnin Nahar

Address: Naya Nagar, Uttara, Dhaka

Phone: 01836522462

Email: NajninNahar1992@gmil.com

Occupation: Housewife / Facebook Page Moderator

Career Objective:

To work in an organization where I can utilize my experience in sales, marketing, and customer service to contribute to the success of the company.

Work Experience:

Sales Executive – Marketing Department

Duration: 1 year

- Communicated with customers and promoted products
- Assisted in increasing sales and marketing campaigns
- Handled customer queries and provided solutions

Facebook Page Moderator

- Communicated with online customers and provided information
- Managed comments and inbox messages
- Planned and uploaded social media posts

Education:

Higher Secondary Certificate (H.S.C)

Skills:

- Customer Service
- Communication
- Marketing
- Social Media Management
- Microsoft Office (Basic)

Personal Information:

Father's Name: —

Date of Birth: —

Nationality: Bangladeshi

Religion: Islam

Declaration:

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Signature:

Najnin Nahar