Cover Letter

Liakat Ali Sikdar, Chairman, Computer World BD.

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Subject: Cover Letter For the post "Project Manager on the Upcoming Learning & Earning Development (LEDP) Project -2020 of ICT Division, Dhaka, Bangladesh.

Dear Sir,

Upon consideration of your posting for the post "Project Manager on the Upcoming Learning & Earning Development (LEDP) Project of ICT Division, Dhaka, Bangladesh, I felt compelled to submit my Cover Letter for your review.

As an experienced instructional designer with comprehensive experience developing training materials and conducting both web-based and in-person training sessions, I am confident that I would significantly contribute to the success of your team's objectives. As an experienced Project Manager with comprehensive experience developing and facilitating dynamic learning materials and curriculum, I would significantly contribute to Avondale's success as its next Project Manager.

With more than Ten years of experience as a Project manager I am adept in curriculum development, classroom management, and student improvement plans. Moreover, my on-the-job experience has afforded me a well-rounded skill set, including first-rate interpersonal and time management ability. I excel at coordinating and delivering powerful learning tools while effectively driving program analyses and modifications to better meet learners' needs. I possess expertise in the successful design, development, and execution of needs-based training programs to accelerate staff education and stimulate peak performances. Also, with strong skills in proactively managing important & time sensitive projects, developing innovative solutions to critical problems.

Consider the following highlights of my qualifications:

Conducting web-based, conference-format training sessions as well as in-person, lecture-style group training sessions on software programs and systems for employees. Conducting and/or contracting effective training programs encompassing a broad range of employee requirements and needs—including professional development, leadership education, and general staff on-boarding.

Please review my attached CV for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meet your needs.

Thank you for your time and consideration.
Plz Visit https://sites.google.com/view/debasispaul/ to know more about me.

Sincerely,

Debasis Paul