

**Dear recruitment team,**

I was excited to see the recent vacancy in your organization, and I hope to be invited for an interview.

My background includes an extended experience in supporting the Projects, programs in **Watan, Megna, IRC, IMC and SEMA** .in addition to excellent track record, data management of beneficiary's data base, and administration skills to successfully support daily operation. Now I am interested in putting these skills occupy this position.

My depth understanding for the work requirement has enabled me implement successful response to new challenges, support the other department, train newly joining staff, and contribute to multiple team-based work. I provided different kinds of support for the health team, including document preparation, database management, financial and logistical support.

Previously, I worked as the data officer and logistic support personnel for a PHC clinic in Kills-Turkey, and as a DHIS2 operator working on weekly health reports for IMC. I demonstrated the ability to enter high numbers of health records, with quality and completeness, and I have also managed to maintain good relationships with the different teams in the clinic.

I'm confident that my experience in data management, and program reports, in addition to my involvement in several health programs both in Turkey and in Northern Syria will be an addition to your team, and I will appreciate your consideration of my application.

Please feel free to call me at 053-17479243 (cell) for any additional information. Thank you for your time and I look forward to hearing from you about this opportunity!

Sincerely,

**Maher Balksh**