

## COVER LETTER

Sunil kumar

sk192592@gmail.com

9467636259

02-21-2018

Dear Hiring Manager,

I'm applying for a overall Admik management position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Sunil kumar

## **Sunil kumar**

House No 1930  
Sector 9 And 11  
Hisar ( Haryana )  
Pin 125001  
sk192592@gmail.com  
Mobile :9467636259



### **Career Objective :**

transport management course  
security officer  
computer course  
Fist Aid  
Fire and safety  
Housekeeping management  
Fire and safety Audit

### **Academic Details :**

- Transport management/Security training course/Fire and safety course [2017] with aggregate of 85% from Graduation ( Indian Army)

### **Work Experience :**

- Worked as Dfr in Indian Army from Apr 2001 to May 2017  
Role :Defence , Army duties , transport management , security officer , Fire and safety , overall Adm management

### **Project Details :**

**Title** : Security officer, Fire and safety, Transport management  
**Description** : Service experience in 16 years 1 month 12 days of overall Admik management  
**Duration** : 16 years  
**Role** : Overall  
**Team Size** : 115

### **Field of Interests :**

- Fire and safety , security officer , transport management and Housekeeping management

### **Skills :**

- Security officer , fire and safety Audit , transport management and Housekeeping overall Admik management

### **Strength & Hobbies :**

- News and achieve in tragate
- See news and Sports activities

### **Reference :**

**Hisar security services pvt ltd**  
Security , fire and safety officer  
Pvt sector  
sk192592@gmail.com  
9467636259

Date : 21 feb 2018

Place : Hisar

A handwritten signature in black ink, appearing to read 'Sunil Kumar', written over a light-colored rectangular background.

(Sunil kumar)