Obinna Bello
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11 November 2026

The Human Resources Manager
Troven Solution Services Limited (Troven SSL)
Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to apply for the position of Administrative Officer at Troven Solution Services Limited (Troven SSL), which I saw advertised on Omadaily. Troven Solution Services Limited (Troven SSL) is a respected name in HR & Recruitment, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Business Administration from University of Nigeria, Nsukka, and I have 6 years of experience, most recently as an Administrative Officer at Northgate Allied Ltd. In this role I run the day-to-day office for a team of 60 staff across two floors, and I manage vendors for cleaning, security and supplies, saving 12% on yearly costs.

I have followed the growth of Troven Solution Services Limited (Troven SSL) and I would be proud to bring my skills, reliability and willingness to learn to your team. I am also skilled in office management, records and filing and procurement.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to Troven Solution Services Limited (Troven SSL). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Obinna Bello

Free sample from omadaily.com. Edit it to fit your own experience.