

Date : 07.03.2026

To,
The HR

Subject : Application for CBSE In charge CUM Head Clerk Position.

Dear Sir / Madam,

I am writing to express my interest in the position of **CBSE In charge CUM Head Clerk**. I bring with me over **08 (Eight) Years of Experience** in school administration, examination management, and office operations, currently serving at **Kharagpur Vision Academy (An English Medium Co-Educational Sr. Secondary School, CBSE)** since **November 2017**.

In my present role, I am responsible for handling a wide range of administrative and clerical duties while strictly maintaining **data protection and confidentiality** in accordance with institutional guidelines. I have been actively involved in **CBSE Board-related work**, including **Board Examinations (2025)** and **Evaluation processes (2024 & 2025)**. I have also served as a **Clerk for NEET (UG) examinations** in multiple years (2019, 2020, 2021, 2023, and 2024), ensuring smooth and compliant examination conduct.

Additionally, I have experience managing examination centre operations, including **CBSE Term-I Board Examinations**, distributing official notices, handling correspondence, maintaining records, and supporting staff communication. My responsibilities also include **data entry, resume tracking, and maintaining applicant records**, contributing to efficient office workflow.

I hold a **Diploma in Computer Application (DCA)** and possess strong IT skills, including **MS Word, MS Excel, MS PowerPoint, MS Access, Visual Basic, HTML, FoxPro, Internet applications, Photoshop, and CorelDraw**. These skills have enabled me to manage documentation, reports, databases, and digital records effectively.

I am organized, detail-oriented, and capable of handling multiple responsibilities under deadlines. I would welcome the opportunity to contribute my administrative expertise and technical skills to your esteemed organization.

Thank you for considering my application. I look forward to the opportunity for an interview.

Yours sincerely,
Sk Saheb Ali