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I would like to apply for the job vacancy of an Office Assist/Receptionist at your firm through this correspondence. I have a strong interest in working as a Receptionist. My experience level and skills matches perfectly with the job requirement posted on GNcareers Job Website. I would offer significant skills in prioritizing, organizing, maintaining confidentiality of documents and preparing various types of reports. I can get along with people, meet deadlines by making necessary adjustments and coordinate with fellow employees to get a job done.

I have a High School Diploma from Mumbai University. After completing my college, I had an opportunity to work with JP Morgan Chase where I have learned various skills in administration. While working with JP Morgan Chase I worked side by side with training and admin support and inculcated skills such as scheduling travels, preparing minute of meetings, working on electronic filing systems, maintaining supplies, etc. I have certificate diploma in Secretarial practice from Clare’s Secretarial school, Mumbai.

I have been appreciated for my conversational and writing skills. I believe all these skills possessed over the years make me an apt candidate for your job vacancy. Please view my detailed profile and work experience in the resume.

Thank you for your time and consideration. If you have any questions, please get in touch with me. I would be eagerly waiting to hear from you.