**Covering Letter**

Dear Sir/Madam,

Please accept this letter as an expression of my interest in securing a position in your organization. , which have been elaborated in the attached CV. I am looking for a career in your organization that needs a professional team player to come aboard and make a marked difference, helping the organization reach greater heights.

I am confident that I would become an indispensable asset to your organization. My disciplined work habits, tremendous work-drive, ability to work well with people, problem-solving aptitude, and high integrity will enable me to make positive contributions towards your company’s objectives. I am very determined and enthusiastic about a symbiotic relationship and will work hard to achieve positive results. Enclosed is my resume for your review.

Thank you very much for your time and consideration. I look forward to hearing from you.

Sincerely,

SUNILDATH

***Enclosure: Resume***

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| SUNILDATH  Curriculum Vitae Curriculum Vitae  C:\Users\user\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Untitled-13.jpg  **Contact:**  Mail: [sunildath.293565@2freemail.com](mailto:sunildath.293565@2freemail.com) Personal Data Father’s Name:NarayananSadanandan    Date of Birth : 20th May1967    Sex : Male  Nationality : Indian  Marital Status : Married  Languages Known : English,  Hindi &  Malayalam | Objectives  More than 10 year of working experience as a supervisor. Looking forward for a position in the firm to provide me a platform where I can showcase my talent and responsibility towards increasing company’s day to day activities and performance.    Profile Summary  8 Years Gulf Experience as Supervisor in Bitumen Production Plant ( Lootah Group of Companies, Dubai UAE)  Education Qualification  Pre-Degree Course,  Kerala University ,  Trivandrum,  Kerala, India.      Skills & Expertise   * ***Good organization skills.*** * ***Excellent problem solving skills.*** * ***Effective listening and learning skills.*** * Having good knowledge in supervising. * Having a good knowledge in quantity surveying. * Having good Knowledge in Measurements & Billing. * Having good knowledge in Microsoft Office Package& Internet. |

Professional Work Experience in UAE

***1) Company : LOOTAH GROUP OF COMPANIES,DUBAI,U.A.E***

Worked as Supervisorin Bitumen Production Plant of Lootah Group of Companies in

Ajman,U.A.Efor more than 8 years.

**Responsibilities:**

* Planning and scheduling the meetings with the team members for different activities that are related to the production.
* Managing the work that is given and handling the employees working under.
* Responsible for achieving good quality result and production for the company.

As a Team Member:

* Implementing new ideas to increase the production and profits.
* Gathering data and analyzing the documents to create an online database to help the clients in their queries.
* Responsible for collecting and analyzing the reviews of all the team members present.

References

Available upon your request.

Declaration

I SUNILDATH, hereby declare that all the information mentioned above is true to the best of my

knowledge.

Yours Sincerely,

SUNILDATH