COVER LETTER

I am writing to inquire any vacancies in your company. I enclose my CV for your information.

As you can see, I have reasonable work experience in professional office environment particularly in retail and service p

sector. With my current profile, I believe I could fit easily into your team.

I am a hard working professional who pays attention to the details. I'm flexible, adaptable and quick to pick up new skills and eager to learn from others. I am keen to work for a company with a great reputation and high profile.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience.

Looking forward for a positive reply from your side.

Yours sincerely,

Tamsila Amjad

**Tamsila**

**Profile:** I am an experienced individual looking for a job in a strong and stable organization, where I can utilize my professional skills and experience to the fullest. I am dependable, adaptable and ready to work under challenging environment.

**Employment & Experience:**

**August 2015 – Present Rex Corp General Trading**

**Job Title: Accounting Clerk /Admin Assistant**

**Keys of Responsibilities:**

* Telemarketing
* Reading, monitoring and responding to the email. Answering calls and handling queries
* Preparing correspondence and Delegation of work.
* Liaising with staff and clients.
* Organizing meetings, travel and preparing complex travel itineraries.
* Attending meetings with my managers and preparing minutes of the meeting.
* Planning, organizing and managing events.
* Conducting sales related research. Writing reports and executive summaries.
* Preparing presentations and papers for management meetings.
* Preparing and typing legal documents.
* Responsible for in-house financial management.

**May 2012 – December 2014 United Bank Limited Pakistan**

**Job Title: Cashier / Coordinator**

**Keys of Responsibilities:**

* Balancing accounts and processing receipts, sales invoices and payments
* Maintaining financial records.
* Completing VAT return forms
* Ensuring that accounts are accurately monitored and recorded
* Dealing with a company’s payroll by processing wages and employee expense claims
* Preparing profit and loss accounts sheets
* Preparing balance sheets
* Answering the phone and reading/sending emails to clients
* Meeting and greeting clients when they come into the office.
* Telemarketing and fix and appointments.

**Qualification:**

* Bachelor Degree in Commerce

**Computer Skills**

Microsoft Office Word, Excel, Power point, Accounts Management.

**Personal Profile**

Marital status: Single

Religion: Islam

Languages: English, Hindi and Urdu. Acceptable understanding of Arabic as well

Nationality: Pakistani

**Job Seeker First Name / CV No: 1766310**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

