**Administrative Assistant Cover Letter**

Sir my name is Ismail and I am currently in a visit visa and I am a seeking a full time job and I came across your listening for the position of administrative assistant and am very interested in the opportunity.

I have previous administrative work experience and have over than 6 years’ experience working in the office environment. and I have done it all – filling , faxing , copying , making spreadsheets, entering data , answering multiple phone lines and e mails etc.- I am quite flexible in the work I do and I am able to take on multiple tasks fairly easily and I am able to learn new skills quickly and effectively . I consider myself a hard worker who is easy to get along with (I can provide excellent recommendations in that regard) and I have always a positive attitude because I believe that negativity in any area of your life is just useless and detrimental to what can be accomplished. I consider myself to be highly organized and capable of taking on the tasks listed in your ad. I think I would be a great additional to your team. And believe that I could learn as well

I am available to start as soon as possible and my salary requirements would be negotiable since my visa period going to be expire on June 10th 2017.

I have attached a copy of my resume so you may see my qualification for yourself. I believe a face to face interview would allow us to get to know each other’s and answer any question that may arise.

I am curious about your company as well and have a few inquiries about myself. I am really believe I am the good candidate for this position. And hope I will be confederated.

A chance to prove that I can be a great addition to your team is all I ask.

Please let me know if there is anything else I can provide.

Thank you for your time. And I look forward to hearing back from you *sincerely ,*

Ismail

Ismail.360278@2freemail.com

**Introduction:**

Effective and detail –oriented administrative assistant with proven record of managing day to day and long term scheduling ,setting priorities ,and resolving client concerns , able to successfully anticipate and mitigate conflicts while maintaining professional demeanor and ensure successful interactions with all level of internal staff and the general public.

**WORK EXPERIENCE**

**Al Tanmiyah Services, Dubai, UAE**

Administrative assistant March, 2007-June, 2009

* Monitor schedule of departmental meetings and provided set up meeting materials and refreshment.
* Developed administrative procedures to stream line office functions.
* Initiated, composed and edited correspondence from management.
* Maintain departmental files and records and databases.
* Monitor and maintained unite equipment and office supply inventory levels and initiated and prepared requisitions for material, supplies and service.

**Dubai Islamic bank, Dubai, UAE.**

Administrative assistant July, 2009-January, 2012.

* Maintain and up to date contracts and vendors database.
* Answer calls from the bank staff regarding their complains, assist in resolving any projects problems.
* Arrange the police permitions to done the job in the branches.
* Perform data entry and scan documents.
* Follow up all the issues with the concerned till done.

**Al safwah Contracting Company Cairo, Eg.**

Administrative assistant December 2013- end of 2016.

* Deal with requested to access fills and keep logs of all the paper.
* Create and update records with new files and information.
* Inter paper work into an electronic system either by data entry or by using optical scanner.

Education:

Bachelor’s degree specialist Law

Tanat University, Cairo, Egypt.