Arokiaswamy

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Dear Sir,

**Subject: Project Secretary cum Document Controller**

I am writing to express my keen interest for the above mentioned Position in your esteemed company, which relates strongly to my **11 years** ofexperience **with M/s Associated Construction & Investment Co. (ETA ASCON), Dubai, UAE.**  Presently I am working for ACTCO General Contracting Co. LLC past 11 months on Employment Visa. The reason for changing is for better prospective due to commitments.

My key areas of expertise include, but are not limited to the following:

* Excellent in communication skills, written and verbal.
* Ability to work independently with minimal supervision.
* Maintenance of classified and confidential files with access to my superior exclusively.
* Maintenance of incoming/out-going correspondence in coordination with Document Controller.
* Scrutinizing documents and forward to the immediate superior for approval prior to dispersing to the concerned.
* Strong inter-personal relationship with various in-house departments, superiors and outside personnel such as clients, consultants, subcontractors, etc.

With my practical experience and long track record of administrative skills I am confident that I can become an efficient worker in your company. My long term career goal is to continue to learn and grow my specialist skills and abilities, whilst utilizing my experience, knowledge to benefit the employer I am working for.

The foundation of my achievements to date lies in my ability to organize my time effectively, prioritize tasks, and take initiative to bring up issues that requires my superior’s review and advice and implement accordingly.

I also consider myself to be a personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.

I would greatly welcome a chance for an interview where we could have an opportunity to discuss not only your company’s priorities but also the performance you can expect from me.

Kind Regards,