**Faiyaz**

**Faiyaz.231177@2freemail.com**

**Covering Letter**

Dear Sir,

Please let me introduce myself.

My skills and experience have given me the confidence to seek a position in the Administration Department in your organization.

**My Career Objective:** To work as Office Executive. I have attained 1.5 years long experience in the following field including 1 year 7 months in Dubai as Document controller cum Sales Executive and 2 years in India as Administrative Assistant cum junior Accountant. And worked as a sales executive cum document receiver in Exotic Motors dealer in Hyundai Motors till date, you will find most of the necessary background information contained in my resume; however I would like to mention. I am currently on Visit Visa. I am exploring the market to obtain a position with an organization that will appreciate my skills and abilities. I seek a job to which I can be committed and dedicated for my entire contract period.

**I am an Indian citizen, and willing to join immediately for any challenging assignments in any company where my credentials will be appreciated.**

I am enclosing my detailed CV for your kind perusal. Please, let me know, if you encourage skilled and experienced candidates.

I hope to hear from you soon. Thank you.

Sincerely

**Faiyaz**

**FAIYAZ**

**Career Objective:**

To prove myself dedicated, worthful and energetic in a progressive organization that gives me scope to apply my knowledge and skills that dynamically works towards success and growth of the organization.

**Experience:**

* Worked as **Documents Controller cum sales executive**, **M/s. Axiom Telecom**, Dubai since April 2010 to November 2011.
* Worked as an **Administrative Assistant cum** **junior Accountant** in Techno vision telecommunications, Hyderabad from March 2012 to October 2013

* + Worked as **Office Executive cum Documents controller in EXOTIC CARS authorize dealer in Hyundai motors** December 2013 to till date.

**Education:**

* **B,com** discontinued
* Intermediate from Board of Intermediate Education, Hyderabad, India
* **S.S.C.** from Board of Secondary, Hyderabad, India.

**Tech Skills:**

* **DCA** Diploma in computer applications
* Hardware and software

**Achievement:** Winner of 4’ gold coins on maintaining documents according to company standards, Axiom Telecom Dubai UAE

**Strength:**Dedication, Hard work, commitment & Strong belief in Team Work.

# Personal Profile:

**Marital Status :** Unmarried

**Date of Birth :** 17-10-1985

**Sex :** Male

**Religion :** Islam

**Nationality :** Indian

 **Languages Known :** English, Arabic, Hindi, Urdu