

Dear Sir / Madam,

I am currently working with 24x7 Rooms.com Worldwide Reservation under Farhat Tours & Transfers WLL – Bahrain as Sales Coordinator, with 5 years of experience in Travel & Tourism.

As a Sales Coordinator, I am a fast decision maker & hardworking individual with an excellent time management capability. Also, well adaptive to corporate culture & behavior. Skilled at learning new concepts quickly with ability to work under pressure to deliver results. I am responsible for building relationship with customers & maintain customer retention & have the ability to handle multiple tasks and assignments. Strongly focused, with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines. I excel at meeting deadlines, always exceeding expectations and working with a wide variety of people. I enjoy working in an office environment and the challenge of meeting business goals.

Thank you in advance for taking time to read my cover letter and to review my resume. I would welcome the opportunity of an interview to discuss my experience and qualifications with you in detail.

Sincerely,  
Zenia Bhadha