



CURRICULUM
VITAE – COVER LETTER

Dear Sir / Madam,

This letter is to introduce myself for an available position in your organization. My diversified and in-depth professional work experience at **SAUDI ARAMCO, SELCETO MOBILES, PARADISE SPINNING MILLS (PVT) LTD. and MASOOD TEXTILE MILLS**. All with a record of my performance at both professional and academic studies (as detailed in my enclosed CV) has enabled me to present myself as a candidate for a suitable position in your organization. I am confident that I can contribute positively towards the organizational goals and pursue professional development and career growth.

Presently, I am working as '**Admin Assistant**' in **Saudi Aramco**. I have been involved in Prepare DRSS Requests, Drilling Tools, Bits and Communication Devices, Drill Reports. Daily, Weekly & Monthly Reports. And Other previous Skills like data entry & Vouchering, sales related activities, monthly sales tax returns, monthly bank reconciliation statements and daily MIS reports.

This exposure to a wide spectrum of activities, with a variety of work experience has provided me with an insight of the key business processes within an organization, accounting and internal control systems, corporate governance and regulatory as well as accounting framework of industry.

I am currently seeking job prospects that commensurate with my qualifications and work experience in your reputable organization.

Thank you for taking out time to consider my application and I would appreciate the opportunity to further discuss how I can best meet the needs and expectations of your organization.

Regards,
MUHAMMAD IHSAN