

ALEXANDRA GULLIVER

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Job Role: Receptionist/Administrative Assistant

Dear Sir/Madam

I am interested in seeking the above job role in Bahrain because i already have gained extensive experience within a front of house role whether that being in a retail environment, hospitality environment or VIP private health environment. I love providing customers with the BEST service possible and I believe this position would allow me to meet a variety of different people and give me a chance to be a Brand Ambassador to the company and build clientele.

I am looking for something more challenging to grow professionally. I have been given responsibilities beyond my job description because I have been able to prove my ability to do more, to the extent that for example I am the go-to person to train new starters over more experienced colleagues as well as be in charge of financial KPI's of the business at the current job I am at. With that being said, I believe that with both my career experience as well as my educational experience I have a lot of transferable skills that will add value to this role. I am the type of person who is ready to learn and get the job done.

I am someone who is a team player and always at hand to help and support my colleagues. I am the type of person who is passionate not only about my work ethic but also creating and building an open and transparent working culture.

I understand any roles considered would require me to be in Bahrain and I am willing to relocate there from the UK. I have previously lived in Bahrain part time so I know the culture and environment and I am willing to obtain the appropriate documentation to live and work in the kingdom.

Thank You in advance for the consideration and I hope to hear from you in due course.

Sincerely,

Alexandra Gulliver