

CHEYENE MIRAPLES | Executive Assistant / Administrator

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To the Hiring Manager,

My warm greetings!

I am reaching out in reference to the advertisement of the job vacancy of Administrator in your reputable organization.

I have seen this as a great opportunity to express my interest and enthusiasm for this role. And seeking a new job opportunity in your organization will help me to expand my career knowledge and experiences as well as achieving my goals.

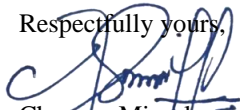
My extensive experience in secretarial and administration, acquired in my current role as Personal Assistant/Administration Support to General Manager and Assistant Administration Manager at Dreamgroup WLL. My current organization has 100+ cleaning projects and 5+ divisions with over 2000+ overall employees.

I serve as the focal contact point for all executives, managers, clients, and external partners. I provide general requirements of the General Manager in day-to-day operations and handle the office during his absence. I perform excellent secretarial support to all the executive's requirements. I am also Sr. Administrator in charged with 10 administrators within our overall projects and bind all administrators for giving an excellent support service to our site requirements With this, I have confidence that I gained solid and relevant experience to cope and perform the job I've aimed for. I am very excited that my relevant developed skills and experience will be a fruitful contribution to your organization and I am very positive that I can be one of the valuable assets of your team.

I crave new challenges and I am eager to attain new knowledge and experiences which I am determined to obtain in your reputable company. I want to offer my personal and professional values and commitment to an organization and leverage my skills and contribution. The attached resume will detail you about my professional experiences and key skills. However, I found that the brief information mentioned above doesn't fully define my qualification in-depth, so I would be very pleased if I will be given a chance for an interview.

Thank you,

Respectfully yours,



Cheyene Miraples
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