

Dear Sir/ Madam,

I am writing to express my keen interest in the **HR / Admin/ Secretarial** roles within your esteemed organization. With an MBA in HR from a reputable university and more than nine years of experience serving as the Secretary to the Principal at an Engineering College, I bring a wealth of administrative expertise in human resources.

Throughout my tenure, I have demonstrated my ability to excel in various office functions, handling responsibilities with diligence and efficiency. I pride myself on being a quick learner and have successfully navigated through challenging work environments, showcasing resilience and adaptability.

I am enthusiastic about the opportunity to further discuss how I can contribute to the success of your organization.

Waiting in anticipation.

Sincerely,

Sugama Gokuldas

+973 33407649