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To,

Hiring Manager

Human Resources Department

Company Name (as listed on Bahrain Job Seekers Portal)

Kingdom of Bahrain

Subject: Application for the Position of Purchase Executive

Assistant/Administration/Jr.Accountant – Through Bahrain Job Seekers Portal

Dear Hiring Manager,

I am writing to express my interest in the position of Purchase Executive Assistant, as listed on the Bahrain Job Seekers Portal. With over 3 years of experience in procurement and administrative operations at Yogesh Dyestuff Products Pvt. Ltd., I bring with me strong capabilities in purchase coordination, vendor negotiation, and document handling, all of which are aligned with the needs of a dynamic organization in Bahrain.

In my previous roles, I have developed a reputation for being organized, reliable, and resourceful. My responsibilities included managing purchase orders, coordinating repairs, preparing legal documentation for land acquisition, and supporting company licensing renewals. I am highly skilled in Microsoft Excel, Tally, and Google Sheets, along with being fluent in English, Hindi, Marathi, and Malayalam.

Currently, I am pursuing a Post Graduate Diploma in International Business which has further enhanced my understanding of global procurement practices and trade systems – knowledge that I aim to apply effectively in a Bahrain-based workplace.

Key Highlights:

- Experience in procurement, data entry, and document management
- Strong command over business communication and official correspondence
- Willingness to relocate to Bahrain and open to applying for Visit Visa
- Committed to teamwork, time management, and delivering results under pressure

I am enthusiastic about the opportunity to contribute to your organization and am confident that my professional background and eagerness to learn make me a strong candidate for this role.

Please find my resume attached for your reference. I look forward to the possibility of discussing my application further and am available at your convenience.

Thank you for considering my application.

Warm regards,

Jisha Thomas Chirayath