

**Sijana Shajahan**  
**HR & Admin Officer**  
**Bahrain**

**Dear Hiring Manager,**

I am writing to express my interest in a job opportunity at your company.

With 2.5 years of experience as an HR and Admin Officer in Bahrain, complemented by my previous roles as an Admin Executive and Accountant in India, I have developed a strong skill set in both HR and administrative functions. My CV is attached for your review. I am confident that my skills and experience would be a valuable asset to your team.

Thank you for your consideration.

**Sincerely,**  
**Sijana Shajahan**  
**+973 35191790**  
**Bahrain**