

Dear Sir or Madam,

I am a creative, detail-focused and trust worthy executive personal assistant with almost 15 years of extensive experience in providing administrative and office management support to senior executives and board members across a wide- range of industries. Throughout my career, I developed a multitude of skills and expertise in devising and maintaining an orderly office environment for senior executives. My résumé highlights my core competencies, educational background and professional experience in the following areas:

- Office Administration and Management
- Human Resources
- Conventional and Islamic Commercial and Investment Banking
- Treasury and Operations
- Client Relationship Management
- Business Reporting
- Customer Service
- Interpersonal Skills

As an employee, I am a team player dedicated to the growth and success of the organization as a whole. Given my desire to learn, I believe I would be a welcome addition to any organization.

The enclosed résumé briefly outlines my experience and accomplishments. If my qualifications seem to meet your current needs, I would be happy to meet you to discuss my background further. Please feel free to contact me either by email or telephone.

Sincerely,

Waheeba