Dear Sir/Madam,

I introduce myself as a Office Administrative having 5 years’ experience in Hotel and restaurant equipment supply showroom in the Kingdom of Bahrain, seeking an opportunity to serve your esteemed organization.

I have completed my B. Tech in Computer Science and pretty confidence, have enough strength and experience to adopt any carrier in the Office Administrative, Marketing, Sales or IT field. I hope the details mentioned in my resume would commensurate with your organization requirements. If given an opportunity, I ensure to perform my duties with full responsibility and carve a winning edge to the Organization.

Please find the attached Resume of mine with this mail. Looking forward to have an opportunity to meet your good self.

Thanking you,

Sabin Samad.