**Eman Zamir**

Hidd, Bahrain

34019533

eman17316@gmail.com

POSITION: Admin/ Accountant/ HR

Dear Mr/Ms,

Recently, I am looking for an opportunity for Admin/Accountant/ HR openings at organizations. I graduated from the University of Bahrain with a major in management minor accounting in Business Administration and Management. I believe my work experience, skillset, and demonstrated commitment will support your company’s mission.

I exercise a high-attention to detail, ensuring accuracy and consistency in my personal performance, collaborative teamwork, and on-time completion of all projects. Moreover, I offer decision-making, customer service, and scheduling flexibility. My goal is to contribute to Perseverance and hard work to help improve overall organizational efficiency.

I attach to this letter my resume as part of my application for this role. As can be seen in my resume, I have some experience in administration and with client relations through my work as a telemarketer previously which I believe are central to any business and therefore I will do my best to be a good addition to your team and further learn more skills and contribute it back to your organization. Thank you for your time and consideration for reviewing my CV and I look forward to speaking with you on this exciting opportunity.

Sincerely,

Eman Zamir