Date: 14.06.2020

Respected Sir/ Madam,

I have been working as an Administrative Assistant in the University College of Bahrain. I am an approved professional by the Ministry of Education, Bahrain. I am a team player who like to work efficiently and amiable with peers. I have experience organizing and handling meetings, and have been comfortable performing various tasks with utmost sincerity and efficiency. I am a persuasive speaker and motivating team leader. I have the experience with the Human Resources Department and Accounts Department as well. I would like to humbly request for an opportunity in order to showcase my skills and professionalism.

Sincerely,

SUNITHA SALIM