**JUWAINA SAMEER**

Near American Mission Hospital, Manama, Kingdom of Bahrain

Mob No : +973 37292654, E-Mail: juwaina@gmail.com

Date: 28.12.2023

Dear Sir,

I am a **MBA** graduate from the University of Pondicherry, India and have 4 years of experience as **HR and Payroll Coordinator** in Batsco Security Services Co. WLL**,** Tubli. Kingdom of Bahrain. With strong passion for HR aspects and a dedicated individual, eager to pursue a career in HR, I am keen on contributing my skills to your esteemed organization. I am also seeking an environment where I can further learn and expand my understanding of HR, gain knowledge and hands-on experience from experts in this field. This will not only enhance my skill set but also allow me to make a meaningful impact.

Throughout my career, I have developed a strong foundation in human resource handling 300+ staff, preparing the payroll, handling documents of all staff, their grievances, and all activities updated and confidential. The nature of my past work has helped me to develop my communication skills. I have very good oral and written communication skills. I also can lead and work well as a part of a team. I also believe that I have the necessary computer skills that are required for the job and I can learn more if needed. I have utilized all my employment gap learning Digital Marketing, Artificial Intelligence and various Online courses.

Currently, I am residing in the Kingdom of Bahrain and continuously searching for new job opportunities where I can put into practice my skills, education and knowledge. I have enclosed my Resume for your kind review and consideration. I am also immediately available to join your esteemed firm. I would be delighted to provide you with any additional information you may require to evaluate my qualifications and I will be happy if you give me the chance to work in your company. I look forward to discuss my Application with you further and I appreciate your time and consideration.

Thank you

Sincerely,

Juwaina Sameer

Manama, Kingdom of Bahrain

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