I have more than 3 years professional experience as Administrative and operation Executive and I fully believe that during this time I have acquired the necessary training and skills needed to take on the responsibilities of the role outlined in your  ad.

My experience includes organizing meetings, taking minutes, distributing agendas, producing yearly reports and overseeing specialized tasks for the company. My duties also include assisting other staff members and acting as a go between for staff and management.

I possess advanced Microsoft Office Suite skills that include working with spreadsheets and I have outstanding management skills.

The attached resume provides further detail about how my qualifications and background are a match for your team’s needs. I welcome the opportunity to further discuss how I can apply my strengths to the progress to your organisation . I appreciate your taking the time to review my credentials and experience.