

Dear Sir/ Madam,

I am writing to apply for the vacancies at your Company

Recently I am working in Trafco Group B.S.C as Assistant Administration in Human Resources Department, since 22nd December 2012.

My Experience in Human Resources Management, enhance my job performance in human resources field, through gaining more skills, knowledge, and through employees relations. Also, during participating in training course CIPD- Level3, Diploma in Human Resources Practices classes for seven months, I have been aware more about human resources concepts and principles.

My working experience also at bank, Real Estate Company, Consultant Company, improved my leadership & communication skills and ability to work in a team environment. I have fluent spoken and written English and Arabic.

I have graduated from AMA international university; I have studied Bachelor of Science in Business Informatics (B.S.B.I) in collage of Administrative and Financial Science of AMA IU. Subjects which I have studied that are relevant to the post of Management include Operations Management, Human Resources Management, Accounting, Marketing and Strategic Management, Business Planning & Analysis, Financial Management, also IT subjects.

During my studying, I have done training course at Khaleeji Commercial Bank, at IT department as help desk agent, and learned a lot of skills, and how to handle with IT issues and incidents.

I am available for interview at any time. I can be contacted most easily on the mobile phone number and my email. I look forward to meeting you.

Regards,

Maryam Hasan Mohamed
Kingdom of Bahrain

Mobile:
+973 33191441
+973 36602227