**From,**

**GEETHU THOMAS**

e-mail: virunith92@gmail.com

**Mobil no:0097333717355**

Sir,

   I hereby assure that the information furnished above is true to the best of my knowledge and belief.  I sincerely hope that you will find me as a deserving candidate and consider my application favorably for a suitable post in your esteemed organization.

I Have More than **3 years** of experience in various aspects and knowledge in documentation and administration work’s. I have also good knowledge of MS office (excel, doc). Presently I am in bahrain.

I assure you that if selected I will serve the interest of your organizations sincerely and to the best of my efforts & hardworking

Yours faithfully

 GEETHU THOMAS