Hi,

Good day!

I hope you're doing well. I'm Eda Marie. I'm a detail-oriented, highly organized, and professional individual, currently working at Dome Café, Kingdom of Bahrain as an administrative secretary/ marketing coordinator.

My experiences in office administration and client services have equipped me with a multitude of skills including inventory management, data management, office management/bookkeeping, scheduling meetings, staff training & briefing, client/vendor management, calendar management. I believe that keeping the team organized and on schedule, helps everyone meet their goals and objectives more effectively. I also had the experience of managing social media content for Dome.

Now I'm looking for furthermore exciting opportunities where I can work in a creative team environment and strengthen my skills. I attached my resume to this email. I may be reached at the number below. I would like to apply for an admin/ admin assistant/Secretary job (if there's one). I'm certain that I'd make a valuable addition to your organization. Eagerly looking forward to hearing from you soon.

Mobile no: 34412682

Regards,

Eda Marie P.Grio