**Cover Letter**

Dear Hiring Manager,

I should be grateful if you would consider my application for any position required. I am looking forward to search for a new career opportunity in a well-established organization in Bahrain, where my academic background and personnel skills will allow me the opportunity of growth. As recently, I have completed my Master of Science in Logistics Management and have a certification of Chartered Institute of Logistics and Transportation (CILT). I enjoy 6 years of solid experience in Public Relations as well as Sales and Executive Management. I was able to generate success in every project completed and delivered within business.

During my last position, as Client Servicing Executive for Al Faisal Group, I was responsible for proposing and executing sales to achieve revenue growth. My responsibilities also included gaining clear understanding of customer's business and requirements as well as maintaining and developing relationships with existing clients in person or via other medium. I am very keen to take new responsibilities with bigger operations and high challenges. I am fast learner and can adapt to new situations, moving from Business Development Executive to Human Resource Associate to Client Servicing Executive with success made in each position. I have an ability to work independently and as a part of the team. I would also like to mention here that I am a very quick learner and a hard worker; this versatility helps me get absorbed into the different environments. I would like to apply my innovative, technical, managerial and analytical abilities by joining in your esteem company.

I hope I may be granted a personal interview, if you feel my qualifications fit me for the position needed. I hope to hear about any available position with you and look forward to contributing to your esteemed organization. I will be available at your convenience.

Yours sincerely

Sayed Sulaiman Shah