Ameen Shahadh

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July 05, 2020

Phone +919400426114

Email

RE: HR Assistant,

Dear Hiring manager

I would like to express my interest in the HR Assistant position. I am a self-motivated and progress-driven HR Assistant with an extensive background in this industry. With a long-standing record of initiative and innovation, I have developed and executed strategies that I believe will bring value to company.

Throughout the course of my career, I have honed my abilities in editing and merchandising. I am an astute problem-solver capable of prioritizing and managing complex projects with proficiency.

In my previous role, I exercised skills in collaboration, customer service and training and consistently contributed to team efforts and organizational improvements. I am open-minded and focused on new developments in my field. I have proven to be effective and motivational, with proficiency in communication and collaborative work. I enjoy brainstorming and coordinating efforts to achieve a common goal.

Please take a moment to review my enclosed resume and accompanying credentials. I would appreciate the opportunity to speak with you regarding my candidacy for the HR Assistant role. I am looking forward to your response and thank you for your consideration.

Sincerely,
Ameen