

EMILYN V. PARADO

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Dear Sir/ Ma'am;

Herewith I send my application letter and certificate in response to your advertisement.

With more than 5 years in bahrain, I've worked different role in respected companies, my experience and passion aligns in secretarial and administration. In that position, I'm responsible for prioritizing task, organizing information and document management, including time management ability and strong attention to detail.

In addition to my experience and personal qualities, I have a passion for accurate, organizing and managing the progress of the office. I will make a valuable addition to contribute the growth and success of your organization.

Please review my attached resume for additional details regarding my qualification and expertise. I really hope that there is a chance interview which I can explain my potentials and abilities.

Thank you for your kind consideration.

Sincerely,



Emilyn V. Parado