BEN JOSEPH MENDOZA SANTOS

Isa Town, Kingdom of Bahrain

Mobile number: 37300177

June 27, 2020

Human Resource Manager

**Successful Company.**

Kingdom of Bahrain

To whomsoever it may concern,

Presently working as Administrative Assistant in Kia Motors Bahrain. Looking for office, clerical or any admin general type of work. I believed that my strong working experiences gained and education make me a highly competitive candidate for this position.

My key strengths that would support my success in this position include:

* Knowledgeable in Oracle Applications, Micros- Fidelio, Outlook & ERP system
* Computer Literate
* I strive continually for excellence.
* Having Valid Driving License.

With a BS Degree in Commerce major in Management, I have a comprehensive understanding of the lifecycle of managerial position. I’ve worked in so many companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed.

I can be reached anytime via email at [benjoseph\_santos@yahoo.com](mailto:benjoseph_santos@yahoo.com) or by mobile number 37300177.

Sincerely yours,

Ben Joseph Santos

Applicant