**COVER LETTER**

**Swar Vora**

**Ph. No.:+973 35626170**

**Email ID: swarvora@gmail.com**

I am Swar Vora and I am looking to pursue my career. In order that you get a better insight of my experience, I would appreciate the opportunity to discuss my qualifications and experience. some of my strengths that I would like to bring to your attention are communication skills, punctuality, hard working, Team Player also I would like to mention about my weakness is that I am a little bit short tempered but I am now surely working on it. I would also want to mention about my hobbies some of which are reading, writing (Blogs), watching movies and I am a trained mountaineer. As far as my professional background is concerned, I have work experience of 3 years in India and 1 year in Bahrain as an Administrative staff. I am looking to find a job to have growth for my future.I aspire to succeed in a challenging environment that helps me in developing myself and in constantly improving myself. To obtain suitable full-time position in an Industry / Service organization to further my career prospects by contributing towards growth and development of the organization. I have a diploma in Human Resource Management from GLS university based in Ahmedabad, Gujarat, India. I am looking for an opportunity so I can gain knowledge and experience to grow and have a better future in my career. My experience includes recruiting Security guards and giving them induction before the joining. I have experience in Tamkeen invoicing, Gosi registration, CPR application and GTS application.

Thank you,

Regards.