

Dear Sir/Madam,

Good day!

I'm Cipriano Jr, currently working in International Furniture Factory LLC as System Administrator cum Administrative Assistant here in Sultanate of Oman.

I have proven myself within some of today's most challenging and demanding environments. A proven track record of success in mitigation of risks through recognized administrative assistant and information technology skills.

A hardworking individual; calm under pressure and effective at multitasking. I have first-rate planning and reporting skills and experience in different types of management throughout the years, having successfully joined teams of multi-disciplinary, multi-national and multi-cultural experience.

Having considerable international experience with many years of working within the Middle East region. This has given me excellent cultural awareness and knowledge of the working practices in these geographical locations. I am fully versed in the etiquette of working with foreign cultures and enjoy doing so.

Kindly go through my curriculum vitae attached herewith for the details of duties and responsibilities. I humbly request you to consider my application for the above-mentioned position by reviewing any competencies.

I assure that I will honestly discharge the duties of the above post to the best of my ability in the event of being selected to the same. It would be greatly appreciated if you could arrange an interview in order to evaluate my suitability for joining with your esteemed organization.

Thanking you.

Yours faithfully,

Cipriano Jr Vital Castillo