24th July, 2020

**Dear Sir,**

*Greetings!!!!!!!*

It is with great interest forwarding my CV for your consideration for the post of**Admin. Assistant /Secretary.**

Currently working in Bahrain as HR Executive /Secretary in a Recruiting Company having 8 years experience. Local transfer possible & ready to join immediately.

Ready to attend Personal Interview.

Waiting for your favourable reply.

Thanking you.

Yours faithfully,

Shreelatha [(+973)](tel:%28%2B973%29%203453%206513)3236 5463