To the HR Management

Subject: Application for Logistic Coordinator, Personal Assistant, Administration Officer, and General Administrative/ Clerical Support

Dear Sir/ Ma’am,

I am seeking an opportunity  to  work  in  your  esteemed  organization.  My background and your requirements are a good match. If you are seeking for a person who stays abreast of his field who is eager to consider new challenges and who is as career – committed as it takes to achieve total success, then please consider my application

Based on my 4 years of experience in the Kingdom of Bahrain, please consider my details and experiences for your kind review.

I am looking for a permanent job in the Kingdom of Bahrain and can join immediately. I am currently working at Chapo – Aradous Joint Venture and my last working day will be on 31st of August 2020.

I am willing for an interview anytime you wish.

Thanking you in advance for your time spent and interest in reviewing my profile. Hoping for a positive response from your side soon.

Regards,

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