

To the HR Management

Subject: Application for Executive Assistant, Executive Secretary, Lead Document Controller, Secretary, 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 is a good match. If you are seeking 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 what I have to offer.

I would like to send my application as a Executive Assistant, Personal Assistant, Project Administrator, Lead Document Controller, Project Secretary, Administration Officer, or General Administrative/ Clerical Support in your esteemed organization. Based on my 9 years of experience in United Arab Emirates and 3 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 Kingdom of Bahrain and can join immediately. I am currently working Chapo – Aradous Joint Venture and my last working day will be on 31<sup>st</sup> of August 2020.

I am willing for an interview anytime you wish you ask for.

Thanking you in advance for your time spent and interest in reviewing my profile.

Hoping for a positive response from your side soon.

Regards,

Khristine Coronia

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