

## **ANCY LIJO**

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Dear Sir/Ma'am,

I'm writing to express my interest in the HR/ Admin- Coordinator position you have available. I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

I Have completed MBA (HR, IT) and I have 5+ yrs of experience in HR domain and that provided me with a well-rounded background and enabled me to develop an analytical/logical approach to tasks, and the ability to work under pressure along with the past Experience, I have wide experience in the below-mentioned areas

- Expertise in Entire Recruitment
- Maintaining office Supplies
- Preparing Daily, Weekly, and Monthly MIS
- Process of HR Formalities, KRA n& KPI of Employees.
- Performance appraisals, and grievance handling
- Attendance Checking and End to end salary processing
- Managing Staff Schedule
- Target Setting and Analysis of Achievment
- Verification of petty cash and bills
- Project Coordination
- Checking the updating the day-today sales and operations activities

With these skills and qualifications, I believe I would be a great asset to your organization.I look forward to speaking with you further regarding your available position

Thanks and Regards

Ancy Lijo