

Mr. Mehtab Umar Nizami

Lahore (Pakistan)

Cell (+92) 343-1783988

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Hiring Manager

Subject: **Cover Letter to apply for the of Position of HR & Admin Officer**

Sir / Madam,

I spent the last 3+ years as a **HR & Admin Officer** in the Human Resources Division at Retail, Cosmetic & Food and Education Industry in Pakistan. I am currently working in Pakistan's Largest Retail Chain as a HR Officer in Imtiaz Super Markets in Pakistan. I am qualified BBA in HR from University of Engineering & Technology of Lahore, Pakistan. I am much proficient in English Language.

I believe that my education, skill-set, and experience make me a suitable candidate for this role. I also work very well in stressful and difficult situation and have the ability to manage multiple tasks at once. During the course of my career, I have gained a specialist's understanding of recruitment & selection, training & development, payroll processing, performance appraisal, health & life insurance and disciplinary action.

I am eager to settle in one of the Provinces together with my family and grow in the community. Please see my Resume. Qualification credentials and experience letters shall be provided on demand for evidence of working career.

I am passionate about bridging the gap between companies and job seekers and aim to resolve the Labor Shortage problems. Now, I am eligible to apply to work in your country and shall need to a Job Offer.

Sincerely,

Mehtab Umar Nizami