

## COVER LETTER

**To :** **Human Resources**  
Kingdom of Saudi Arabia.

**Sub. :** **COVER LETTER**

Dear sir,

I am sending this application for the job opening of Document Controller in your organization and providing you with all the documents for further consideration. I am aware that my background in administration would make me the perfect candidate for your organization.

I have provided you resume along with this letter, but I would also like to give a summary of my qualifications and skills

- Preparing documents, quotations
- Preparing monthly invoices, also checking pending invoices. Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information, Issuing and distributing.
- Proficient computer skills and ability to use multiple emails, word processing, and using software packages for databases.
- Excellent ability in handling outgoing and incoming mails has always been my main responsibility. I would bring this same skill to my current organization.
- Developing and executing strategic plans
- Maintaining day to day operation Checking.
- Receive and follow support calls (Demand and complaints) Following support calls properly.
- Follow-up emails

I am a hardworking and dedicated worker and will never balk at any task which has been handed over to me. I have good confidentiality, which is highly appreciated by my past employers and would benefit your organization as well.

Thank you for your time. I look forward to hearing from you.

Thanks Best regards,

**Mohamed Rakkan**