

Cover Letter



FAIJUL AMEEN

Admin & Project Executive

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I have **9.5 Years'** extensive work experience in KSA & UAE with Saudi Arabia Driving license on below listed of

- **Office management (Admin, Secretary, HR Assistant, & Documentation)**
- **Site Admin in Construction & Elevator Division -** experience in Elevator Sector as an Estimation Preparation, Cost Controlling, Project Planning and Project Execution.
- **Sales Coordinator in MEP Elevator section,**
- **Fleet management (As a Transportation Controller)**
- **An inventory sector as Inventory controller**

all are giving me varied skills and the ability to work with many different types of people. I'm flexible, quick to pick up new skills and eager to learn from others.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience.

Skills:

- Confidence, Commercial awareness, Communication, Team work, Problem Solving, Negotiation and Persuasion, Leadership, Organization, Motivation, Ability work under Pressure
- Proficient in **Microsoft Office** (Word, Excel, PowerPoint, Outlook & access) over 10 years' experience.
- Extra activities of designing in **Corel Draw, Digipara**
- Additional working knowledge in **Tally.ERP 9**
- Experienced **typist**, 16years' (experience in **English, Arabic & Tamil**)

Sincerely

Faijul Ameen