**X.AROCKIA REKHA DATE : 05/01/2024**

**BACHELOR OF ART –ENGLISH**

**THOOTUKUDI TAMIL NADU**

**INDIA**

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ROTANA HOTELS & RESORTS

**The Rotana Human Resources Team**

**DUBAI**

I am writing to apply for the position of Administrative Clerk at SUNMARKETING, and I believe I am the best person for the job. With my diverse background in office work, I am confident that I can provide superior administrative support to the team promptly.

I have over 8 years of experience in clerical and administrative support roles. During my time in these positions, I have gained a strong understanding of the necessary office operations and procedures, as well as the importance of attending to clients' needs quickly and efficiently.. Additionally, I am highly organized and have excellent written and verbal communication skills.

In my current role as an Administrative Clerk at SUN MARKETING I am responsible for a wide range of duties including:

* **TALLY PRIME OPERATOR**
* **Organization and filing of documents and records**
* **Scheduling meetings and appointments**
* **Answering and directing phone calls**
* **Assisting with the preparation of reports and presentations**
* **Data entry and data management tasks**
* **Handling customer inquiries and requests**

I am confident that my experience and qualifications make me an ideal candidate for the Administrative Clerk position. I am eager to bring my skills and enthusiasm to your team and am excited to learn more about the opportunity.

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

In anticipation

**X.AROCKIA REKHA**