**Mohammed Ashraf**

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Dear Sir/Madam,

I am a proactive, highly skilled, and progress- driven Experienced Event Coordinator/Manager with over 17 years of vast and diversified experience. Skilled at consulting with clients, managing budgets, booking venues, promoting the event, and liaising with suppliers. Specialized in handling every aspect of trades, shows, conferences, business meetings, weddings, and parties from meeting with the clients to discuss requirements to evaluation. Proficient at contacting and securing key speakers, ensuring that health and legal regulations are respected, organizing facilities and hiring third-party service providers.

In my search for new creative endeavors, I am looking for a job opportunity to work as [Executive Assistant / Personal Assistant/Applying Position Name].

With a long-standing record of initiative and innovation, I have developed and executed strategies that I believe will bring value to your organization.

Identifying improved approaches and enhanced solutions to business challenges are activities that drive and inspire me. Exploration, pursuit, and motivation are my framework for success. I believe that fresh perspectives and trying new techniques help business evolve and grow.

Throughout my career, I have exercised collaboration and effective communication, in the contribution of team efforts and organizational improvements.

I have honed my abilities in Strategic Leadership, Time Management, Task Management, Creative Thinking, Critical Thinking, Collaboration, Conflict Resolution, Key Account Management, Event Management, Stakeholder Management, Volunteer Management, Strategic Communications, Vendor Management, Project Management, Client Relationship Management, Customer Service | Trade Shows, Operations Management, Business Development, Office Administration, Hospitality Management, and Budget & Change Management.

I am an astute problem-solver capable of prioritizing and managing complex problems with proficiency. Contributions to my earlier roles, and this field at-large, revolve around my essential process improvement skills and client relationship management.

As a team player, I am collaborative with peers, searching for new ways to integrate valuable insights. Through these qualities, I have confidence in my ability to facilitate positive change and collective effort.

In closing, I am thrilled at the possibility and would love the opportunity to meet with you and discuss the value I can bring to your blessed organization. I appreciate your consideration and look forward to hearing from you soon.

Sincerely,

Mohammed Ashraf