

Bibi Sanyah Zafiirah Auckloo

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Company: Phoenix Beverage

Address: Pont Fer, Phoenix, Mauritius

Attention: Human Resource Department

REF: Application for Administrative/Secretarial Assistant

As a young & motivated individual, I am extremely interested in submitting an application for the advertised Administrative/Secretarial Assistant position with PhoenixBev. On November 2024 I completed my studies..... & also obtained a Certificate in Administration & Secretarial course at Educonsult. This has given me a range of practical capabilities that will meet the needs of this role.

I do, however, believe that my motivation, commitment & pre-existing administrative skills will allow me to fit into your work environment & immediately start supporting the needs of your organisation. I would appreciate the opportunity to meet with you to discuss my application at an interview.

I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time.

Yours Sincerely,