

Dear Sir,

I am excited to apply for the HRM Assistant position at MAS Holdings. As a motivated Human Resource Management professional currently completing my diploma, coupled with hands-on experience as an Account Assistant at NARAH Stationeries, I bring a strong foundation in HR and administrative practices.

In my current role, I have successfully managed tasks such as creating invoices, generating reports, and handling HR-related responsibilities like employee documentation and onboarding support. My ability to manage multiple priorities efficiently, combined with a passion for fostering positive workplace environments, makes me a strong candidate for this role.

I would be thrilled to contribute my skills and dedication to the success of your HR team. Attached are my CV and other relevant documents for your review. I am eager to discuss how I can add value to your organization in an interview at your convenience.

Thank you for considering my application. I look forward to the opportunity to connect.

Warm regards,
Liduli Maneesha