Respected Sir/Madam,

My name is Alice Mathew, a **MBA Finance** graduate from Mahatma Gandhi University, (Kerala, India) with a work experience of **8+ years in banking sector** (Bangalore, India).

Below are the major skill sets I have gained during my work experience.

* IELTS overall band 7of British Council.
* Client servicing globally, Issue Resolution, Process Coordination.
* On People management – Assigning Tasks, Training new joiners, Mailbox & Escalation and Team management.
* Procedure documentation and KOP creation. MIS & Maintaining Trackers, Documenting the Process flow and Instructions Manual.
* Certified in Fundamentals of Project Management by Google (via Coursera platform).

I ‘m looking for an opportunity to work with your esteemed organization. Could you please let me know, if my profile matches any of the job requirements available. I’ve attached my detailed resume with this cover letter

Kindly contact me in below number.

+971 543574993(Dubai)

Thank you,

Alice Mathew.