

## COVER LETTER

Krina Dhabale

krinadhabale@gmail.com

+91 97249 60139

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Hiring Manager.

Dear Hiring Manager,

I'm applying for a senior management position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Krina Dhabale

# Krina Dhabale

231/12 mangaldash seth ni chali ,uttamnagar, maninagar, ahemedabad  
+91 97249 60139  
krinadhabale@gmail.com

## Academic Details

**Sardar patel swami Vivekananda high school**

SSC , 60%, 2015

**Sardar patel swami Vivekananda high school**

HSC, 65%, 2017

**k ka shastri college**

BBA F.Y, 63%, 2018

**k ka shastri college**

BBA S.Y , 67%, 2019

**k ka shastri college**

BBA TY , 66%, 2020

## Work Experience

**TATA AIA**

back office executive, Oct 2020 - till date

Role : provide administrative and managerial support for the staff working in the front office of a company.

## Field of Interest

Gaming

Traveling

Sports

Danciny

## Skills

Ms office

Excel

Documentation and control

Team leadership

## Strength

Communication

Computer skill

Management

## Hobbies

Photography

Learning

Internet surfing

(Krina Dhabale)