**Saritha Ingersal**

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                                                      Email: sarithasal@gmail.com

Dear Hiring Manager,

I am interested in the Administrative Assistant position at JP Morgan Chase & Co, Dallas. With my prior experience as Administrator in an Education Institution and with my recent work as HR for a Technology company, I believe I have the skills needed for this position.

My qualifications include the following:

* Experienced Project Management professional with 5+ years’ experience. Understands the business needs of the Organization very well and capable of delivering results.
* Have previous work experience as Administrator in an Educational Institution, recently working in the IT Industry, handling accounts, payroll, developing reports, handling customers and stakeholders, managing calendar etc. Reporting to the CEO.
* **Administrative**: Adeptly handle administrative matters including screening calls, managing calendars and planning meetings, making travel arrangements, composing documents and organizing offices for efficiency.
* **Communications:** Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
* **Computers:** Expert user of Microsoft Office, Payroll systems, handling accounts payables and receivables, daily revenue deposits, reconciling accounts, Exception handling,  CRM, able to quickly learn and master new technology.
* **New Hire Documentation**: Handling hiring packets for new consultants, manage Timesheets, Payroll hours, Approvals and other business operations.
* **Training:** Training new consultants and new Admin Assistants during a period of expansion in the company.
* **Project Management:** Expert in handling multiple projects on tight schedules, collaborating with different stakeholders in different time-zones and making presentations to top management to help in business decision making.
* Proven documentation and report writing skills.

I would love to discuss this opportunity further. I look forward to hearing from you soon.

Sincerely,

Saritha Ingersal