

HARUNA BAH JIBRIL

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Zainab Tahir APC QTRS Suleja Niger, Nigeria

Dear Mr./Mrs./Ms

It is my goal to work with a team that shares my dedication to growth and advancement, so it is with great excitement that I forward my application for the position of Receptionist at your Company. I have a few months of experience in administrative support positions, I will bring a passion for problem-solving and an expertise for innovation through teamwork. Here are some of the many strengths I can leverage to advance at your Company's mission:

Undergraduate education in Applied Mathematics and Computer Science and Masters in Information Systems from Eastern Mediterranean University

A strong reputation for driving productivity by leveraging excellent front office management skills, while maintaining strong working relationships with all team members and clients

Dexterity with Microsoft Excel, Word, Outlook, and PowerPoint, and Adobe Acrobat Professional

My solid educational foundation, commitment, and experience as a Receptionist are outlined on the attached resume. I look forward to the opportunity to learn more about this opportunity and to discuss how I can contribute my strengths at your Company

Thank you for taking the time to review my credentials and experience.

Sincerely,

Haruna Bah Jibril.