

SARINA BINTI MANSOR

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Dear Hiring Manager,

I am writing to response to your seeking an Administrator in SL1M program besed in Kota Kinabalu Sabah.

My Organized nature and personable attitude make me a great for this position . I take ownership of tasks quickly , I am creative problem solver , and fast learning and energetic person .

Additional , I have expertise in :

- Researching unique issue and compiling reports.
- Assisting with diverse area including scheduling and billing.
- Providing exceptional clients service in-person and on the phone.
- Routing correspondence , longing phone message , and coordinating package deliveries.

Working as secretary would allow me to implement my communication skills and initiative in a professional environment while providing stellar service to staff , researcher, and executive.

Please take a moment to review my attached resume , I believe I have qualification you need and look forward to hearing from you soon .

Sincerely ,

Sarina Binti Mansor.