Ravi Sheladiya

290 Saint Pauls Ave,

Jersey City, New Jersey 07306

Dear,

My previous work experience gives me a unique ability to apply my skills, in all its forms, to business processes. Some of the business process knowledge includes inventory control, marketing, budgeting, vendor management and various operational processes. I am now seeking a position that will make the most of my administrative experience while offering additional opportunities for personal and professional development. I have entrepreneurial skills that makes me a perfect fit for this job.

I offer exceptional attention to detail, highly developed communication skills, and a talent for managing complex projects with a demonstrated ability to prioritize and multitask.

I welcome the opportunity to meet with you and discuss the value that I can bring to the organization.

Best Regards,

Ravi Sheladiya