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Gyvenimo aprašymas (CV)

*Norėdami matyti vardą ir pavardę, turite*  
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**Kokio darbo ieškau? Mano teigiamos savybės**

I am confident that my educational background, coupled with my hands-on experience in both HR and sales, make me a well-rounded candidate for this position. My proficiency in various software applications and commitment to efficient office management further contribute to my suitability.

I am eager to bring my skills and dedication to your team and contribute to the continued success of your organization. Thank you for considering my application. I look forward to the opportunity to discuss how my experiences align with your needs.

Sincerely,

Sahib Ul Amin Mir

Pageidaujamas darbas Asistentai

Pageidaujama darbo vieta Lietuva

Subject: Application for Administrative Assistant/Office Management Position

**Kontaktai ir pagrindinė informacija apie mane**

Gimimo data 1993-09-08 (31 m.)

Dear Hiring Manager,

Lytis

Vyras

Gyvenamoji vieta

Vilnius

I am writing to express my interest in the Administrative Assistant/Office Management position

Telefono numeris

within your esteemed organization. My name is Sahib Ul Amin Mir, and I bring a wealth of

qualifications and professional experience that align with the requirements of the role.

El. pašto adresas

[Prisijungti](#)

Summary of Qualifications:

- I hold both a Bachelor's and Master's degree in Business Administration with specializations in Human Resources and Marketing.
- Additionally, I have completed a one-year diploma in computer applications, showcasing my proficiency in relevant technologies.

Professional Experience:

1. GSS Gulzar Steel Side (India) - Hr Assistant (01.03.2020-01.09.2022):

- Demonstrated strong knowledge of office administration and human resources operations.
- Excelled in customer service, data entry, and file management.

2. Doctor's Choice Foods and Dry Fruits Pvt Ltd - Sales Supervisor (10.01.2022-31.08.2023):

- Successfully served as Sales Supervisor, showcasing my versatility in different roles.

Skills:

- Proficient in Microsoft Office, including MS Word and Google Docs.
- Skilled in content creation using Canva for visually appealing social media graphics, infographics, and marketing materials.
- Experienced in cash management, processing 50+ daily transactions, including cheques, cash, debit and credit purchases, and refunds.