

TO

To whom it may concern
Dulsco

FROM

Jeyaraman Muniyasamy
Office Assistant

DATE

March 27, 2025

JEYARAMAN MUNIYASAMY

OFFICE ASSISTANT



Alquoz industrial area 4 Alquoz
Dubai, Dubai, 6238, United Arab
Emirates



0563895457



jeyaramriya57@gmail.com

COVER LETTER

To whom it may concern,

I am eager to apply for the Office Assistant position at Dulsco. I discovered this opportunity through your company's career page.

I believe I am a strong fit for this role due to my eagerness to learn and my excitement about the opportunities it offers. With my recent experience as a Technician at Dulsco LLC and my educational background in science and education, I have honed skills in time management, creative thinking, and teamwork.

I am drawn to Dulsco because I share its values and commitments. I am excited to contribute to its day-to-day operations and bring my energy and dedication to the team.

I am enthusiastic about the opportunity to discuss my qualifications further and am available for an interview at your convenience.

Regards,

Jeyaraman Muniyasamy

JEYARAMAN MUNIYASAMY

Office Assistant

+971563895457 | jeyaramriya57@gmail.com | Alquoz industrial area 4 Alquoz Dubai, Dubai, 6238, United Arab Emirates

EDUCATION

Master of Science, V.H.N.S.N arts & science college | 2016

▪ A+

Bachelor of Science, Devanga Arts & science college | 2013

▪ A+

Bachelor of Education, Vivekanaada college of Education | 2014

▪ A+

HOBBIES

• Sports • Cinema

PERSONAL DETAILS

Nationality

Indian

Date of birth

20 Apr 1993

Marital status

Married

ABOUT ME

Seeking an office assistant role that would allow me to grow as a professional and where I can use my skills to provide administrative and technical support for your team. Highly experienced and organized customer service professional seeking to join your organization in the role of office assistant.

WORK EXPERIENCE

Technician | Dulsco LLC | Jan 2024 - Present

▪ Currently working in Dulsco LLC

Office Assistant | GOOD WILL EDUCATION INSTITUTION | Jun 2016 - Dec 2023

SKILLS

• Time Management • Creative Thinking • Leadership • Team Work • Adaptability • Microsoft

LANGUAGES

• English • Hindi • Tamil

COURSES

Photoshop | VHNSN College

CURRENT LOCATION

Gulf experience | Dubai | Jan 2023 - Present