

**Rusab Arvindbhai Goti**  
Contact No. +971524178009 Email  
:- [ronakgoti123@gmail.com](mailto:ronakgoti123@gmail.com)

## COVER LETTER

**Dear Hiring Manager,**

Thank you for the opportunity to apply for the slot role at your Company. After reviewing your job description, its clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

My Qualification has helped me to attain all required skills & qualities to perform job task before the deadline. Completed 10<sup>th</sup> class.

Experience:- 9 years experience as a Computer Date Enter Operator.

Skills and Strength Fast learner, adaptability according to changes and pressures in workplace , Work effectively with diverse groups of people, Innovative in approach and committed to the job and Good communication skills, honest and punctual.

I would sincerely enjoy the chance to bring my level of professionalism and dedication to the job. I have no doubt you'll find me to be a qualified employee who would make an excellent in your organization.

If I succeed in my application, I assure you that I will perform all my duties to an exemplary standard to quickly become a team member who contributes positively to the organization objectives.

Please contact +971524178009 or via email:- [ronakgoti123@gmail.com](mailto:ronakgoti123@gmail.com) at to arrange for a convenient meeting time. **Currently I am available in Sharjah (UAE) and extremely excited to join any Good Organization whenever asked and needed.**

Thank you for your consideration, and I look forward to hearing from you soon. Please find attached my resume for your reference.

Thanks & Regards,

**Rusab Arvindbhai Goti**

# **CURRICULUM-VITAE**

## **Rusab Arvindbhai Goti**

Address:- 105, 1<sup>st</sup> Floor, Al Rama Building, King Faisal St-Al Nad, Al Qasimia –  
**Sharjah (UAE).**

Contact No. +971502638761

Email :- [ronakgoti123@gmail.com](mailto:ronakgoti123@gmail.com)

### **CAREER OBJECTIVE**

- ☐ To Provide meaningful solution to the organization in achievement of their goals and objectives, which offer a challenging stimulating work, environment that offer prospects for long term development and career growth.

### **WORK EXPERIENCE**

- ☐ Worked 5 years with Dirgh Diamond Pvt Ltd., as a Computer Data Entry Operator-cum-Sales Executive (B2B).
- ☐ Worked 2 years with Dharmnandan Diamond Pvt. Ltd., as a Computer Data Entry Operator.
- ☐ Worked 2 years with Kiran Gems Pvt, Ltd., as a Computer Data entry operator.
- ☐ Worked 1.2 years with Monili Jewellers., as a Cashier in UAE.

### **EDUCATION QUALIFICATION**

- ☐ 10<sup>th</sup> Completed in 2013.

### **SKILLS AND STRENGTH**

- ☐ All Basic Knowledge of Computer.
- ☐ Fast learner, adaptability according to changes and pressures in workplace.
- ☐ Work effectively with diverse groups of people.
- ☐ Innovative in approach and committed to the job.

### **PERSONAL DETAILS**

- ☐ Good communication skills, honest and punctual.

Name	:	Rusab Arvindbhai Goti
Father's Name	:	Mr. Arvindbhai Lavjibhai Goti
Date of Birth	:	28/02/1997
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian

Language Known : English and Hindi

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge and if found false I am wholly responsible.

**Rusab Arvindbhai Goti**