

Rusab Arvindbhai Goti
Contact No. +971524178009 Email
:- 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 10th 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 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, 1st Floor, Al Rama Building, King Faisal St-Al Nad, Al Qasimia –
Sharjah (UAE).

Contact No. +971502638761

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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

- ☐ 10th 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