

MEERA JOSEPH



Respected Sir/Madam,

Hope you are having a good day at work. I read and am interested about your advertisement . As a compassionate and reliable professional with a strong personal acumen, I am confident that I would be an excellent fit for this position at your organization. I am eager to contribute my skills to enhancing the outcomes and fostering a culture of excellence. When my classes required me to collaborate with other students on team projects, I was nearly always asked by my peers to organize the work and present the results. In addition, I found that my problem-solving skills were enhanced by working as part of a team and by considering other people's ideas. Please accept this letter and the enclosed resume as my application for this position. Looking forward to hear back from you.

Thank you for your time and consideration.

Yours faithfully,

Meera Joseph

meerajoseph26@gmail.com

MEERA JOSEPH



✉ meerajoseph26@gmail.com

☎ 971507167801

📍 Dubai

🚀 SKILLS

Decision Making

Team Building

Problem Solving

Critical Thinking

Microsoft PowerPoint

Microsoft Excel

Web Browsing, Editing and designing

Outlook Email

❤ INTERESTS

Photoshop

Surfing through internet

Content creator

🗣 LANGUAGES

English

Malayalam

Hindi

🎯 OBJECTIVE

Self motivated, dynamic and zealous candidate who always trust in hard work and wishes to work as a dedicated employee in a challenging environment where I can express my views and effectively contribute towards institutional and professional growth.

🎓 EDUCATION

Bachelors in science 2018-2023

Kerala University of Health Sciences

Higher Secondary School Education 2016-2018

BOARD OF HIGHER SECONDARY EXAMINATION, GOVERNMENT OF KERALA

High School Education 2016

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION, KERALA

🏢 PROFESSIONAL STRENGTH

- Cool & Composed Even in Stressful Situation.
- Updating With the Current Trends.
- Co Ordinate The activities of the Members of the Team.
- Work Competency.
- Ability to Co-operate With Any Situation.
- Ability to Work Jointly With All Fellow Workers.

👤 PASSPORT DETAILS

Passport No : Y7574465

Nationality : Indian

Date Of Issue : 04/08/2023

Date Of Expiry : 03/08/2033

Place Of Issue : Cochin

✅ DECLARATION

I Hereby Declare That the Particulars Furnished Above Are True and Correct to the Knowledge and Belief.

Meera Joseph