**Devagi Jayagasan**

63 Lengkok Tawas Baru

Taman Tasek Damai

30010 Ipoh Perak

West Malaysia

+6010 959 0330

HR Manager

Dear Mr./Mrs./Ms,

I wish to submit my application for any suitable job vacancy, which will be applicable for foreigner worker. I believe that my experience, knowledge and skill set put me in any suitable position that your prestigious property could offer. I have 15 years of experience in hospitality industry, which including front office and back office management as well as housekeeping supervision. I have 6 years of back office experience answering telephone calls, complaints, communicate with suppliers, placing orders, inventory of housekeeping amenities, scanning documents, preparing official employment letters, answering email inquiries, payroll activities Front Office System. I also do daily briefing on hotel performance and handle reservations for FIT and groups. I’m also well aware of extranet of Travel Agents. I ‘am also adept with MS Word and Excel.

Additionally, I have worked for a Boutique Hotel in Malaysia as overall in charge and also PA to the Director, where I strived to maintain high standards for effectiveness, precision, dependability, and attendance. I ‘am flexible team player and can adapt to various situations that may occur, and handle any additional assigned duties. In summary, I’m friendly, hardworking, fast learner and organized professional with proven administration and management skills.

Enclosed is my CV for your review. I welcome any opportunity for a Skype interview to discuss my additional skills, previous work experience, and what I have to offer your establishment.

Thank you for your time and consideration.

Sincerely,

**Devagi Jayagasan**