# COVER LETTER

#### PRASOBH P

prasobh85@gmail.com

9447029808

06-06-2018 Hiring Manager,

Sir,

I'm applying for an executive management position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely, Prasobh.P 9447029808 prasobh85@gmail.com

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### Human Resource Executive

• To work with a reputed Healthcare organization

# **KEY QUALIFICATIONS**

• BSc, MBA (HR), PG Diploma In Public Administration, PG Diploma in Hospital Management

#### WORK EXPERIENCE

HR executive, Overall management, Doctors Clinical Laboratory -- 01/05/2014

## **EDUCATION**

Kadayiruppu, Ernakulam -- MBA, MG University, Kottayam, 2014, 61%

Human Resource ANNAMALAI UNIVERSITY, Chidambaram -- PG Diploma in Public Administration, 2015, 65 ANNAMALAI UNIVERSITY -- PG Diploma in Hospital Management, 2016, 58

#### REFERENCE

• Furnish upon requirement.