

LIUBOV KURILOVA

STREAMLINING OPERATIONS WITH EFFICIENCY

Dear Hiring Manager,

I am currently a Client Services Specialist at Concentrix Global Services GmbH and am writing to express my interest in the Office-Manager Assistant (f/d/m) TZ position for Berlin 10 East. I believe that my skill set, combined with my familiarity with the company culture and procedures, would make me an excellent fit for this role.

In my current role, I've excelled in providing top-tier support, acting as a liaison between the company and our clients, and contributing to our team's success. I am known for my problem-solving skills, customer service focus, and my ability to handle multiple tasks efficiently. Prior to this, I've honed my organizational skills and adaptability in roles such as an administrative assistant and temporary secretary, which involved managing a wide range of tasks in fast-paced environments.

I'm enthusiastic about the opportunity to bring these skills to the Office-Manager Assistant role, where I believe I can help streamline office operations and contribute to the team's success.

Thank you for considering my application. I look forward to the possibility of discussing this opportunity further.

Regards,
Liubov Kurlova,

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