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To whom this may concern,

I am writing to express my interest in the Virtual Assistant position as advertised. With a strong background in administrative support, HR operations, and remote communication, I am confident in my ability to bring efficiency, organization, and professionalism to your team.

For almost three years, I have successfully supported individuals and teams in virtual environments. Prior to that, I have worked in a hospital as medical frontliner for more than a year. Some of my experiences in terms of virtual environments include managing emails, coordinating meetings, handling recruitment processes, maintaining employee records, managing and providing student services, administering payroll, conducting staff and teachers' workshops, social media management and streamlining administrative workflows. I am proficient in tools such as Google Drive, Microsoft Office, and has basic knowledge on Zoom. I thrive in fast-paced, detail-oriented roles that require discretion and multitasking.

What sets me apart is my proactive attitude, strong interpersonal skills, and a genuine commitment to helping businesses run smoothly behind the scenes. I take pride in anticipating needs, maintaining confidentiality, and delivering high-quality work—often ahead of schedule. Whether it's supporting HR tasks or managing day-to-day admin operations remotely, I bring reliability and a solutions-focused mindset to every task.

I am excited about the opportunity to contribute to your company's goals and support your team in creating a more organized and productive work environment. I would welcome the chance to discuss how my skills and experience align with your needs.

Thank you for your time and consideration. I look forward to the possibility of working with you.

Warm regards,

Ahmad, Keshryn Naila Tan, RTRP