

Feryal Bouaoud El Hamrouni

Tunis, Tunisia

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Objective

Motivated and detail-oriented graduate in media studies seeking an entry-level position in administration or customer service in a bank or company in Dubai. Strong communication skills in Arabic and French, with a keen interest in developing professional skills in a dynamic work environment.

Education

Bachelor's Degree in Media Studies

Higher Institute of Management, Gabes, Tunisia (2015)

Skills

- Communication: Excellent in Arabic and French
- Basic English (currently improving)
- Computer: Microsoft Word, Excel, Internet
- Teamwork and interpersonal skills
- Punctual and organized

Certificates

Currently pursuing English language improvement courses online.

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Date: May 1, 2025

To:

Human Resources Department

Dubai, UAE

Subject: Application for Administrative or Customer Service Position

Dear Hiring Manager,

I am writing to express my interest in an entry-level position in administration or customer service at your esteemed company. As a Media graduate with strong communication skills in Arabic and French, and a basic knowledge of English, I am eager to contribute to your team and grow professionally in a dynamic environment such as Dubai.

Though I do not have prior professional experience, I am highly motivated, well-organized, and committed to delivering excellent service. I am also actively improving my English skills and have a good command of Microsoft Office tools.

I would welcome the opportunity to bring my enthusiasm, language skills, and adaptability to your organization. I am confident that I can be a valuable asset to your team and am available for an interview at your convenience.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

