

Dear Hiring Manager,

With a background in Business Administration and foundational knowledge of project management, I am keen to pursue opportunities where I can support structured project execution, stakeholder coordination, and process improvement. I have developed a solid understanding of project fundamentals, supported by PMP® knowledge and hands-on exposure to cross-functional business and IT environments.

Through my academic and practical experience, I have worked with teams to understand business requirements, support scope definition, and assist in preparing clear documentation such as workflows, summaries, and basic reports. I am comfortable participating in meetings, tracking action items, and supporting coordination between stakeholders to ensure alignment and timely follow-up.

I have a strong interest in process improvement and have practiced analyzing workflows to identify gaps and suggest practical improvements.

Based in Riyadh with a transferable Iqama, I am motivated to grow within a structured organization where I can further develop my project management capabilities while contributing with discipline, organization, and a strong willingness to learn.

Kind regards,
Farhan Zia