

Sabina Blay Baissie

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The Hiring Manager,

Takoradi, Western Region, Ghana

Dear Sir/Madam,

APPLICATION FOR A HUMAN REESOURCES OFFICER POSITION

I am excited to apply for the H.R Officer position in your noble establishment. With over five (5) years of experience in Human Resources and Administration, I have developed expertise in recruitment, onboarding, compliance, and employee relations. My strong understanding of Ghana's labour laws and HR policies makes me a valuable asset to your team.

In my previous role as an HR Officer at Consolidated Shipping Agencies Limited, I successfully led talent acquisition efforts, streamlined HR documentation, and managed payroll support operations. I am skilled in handling employment contracts, tracking leave balances, and ensuring labour law compliance. Additionally, my administrative background has equipped me with strong organizational and communication skills that align well with this role.

I am eager to contribute and support your HR operations effectively. I welcome the opportunity to discuss how my experience can benefit your organization. Please find my CV attached for your review.

Thank you.

Regards,

Sabina Blay Baissie.