

Stephane Sirop
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Albion, Mauritius.

To the Head of Human Ressources,

PhoenixBev
Pont Fer, Phoenix,
73544, Mauritius.

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Dear Sir / Madam,

I am writing for the position of Assistant to the Head of Technology & Transformation. With over fifteen years of experience in digital platforms management, content creation, and technology-driven operations, recently serving as Digital Platforms Lead and Social Media Coordinator at Mediacom Ltd (Parabole Maurice), I bring a unique blend of digital literacy, strategic communication, and transformation-oriented thinking that aligns directly with your expectations.

Throughout my career, I have supported executives and cross-functional teams in adopting smarter, more efficient digital workflows. Managing platforms, working with multi-country teams, and overseeing digital processes have allowed me to develop a deep understanding of operational optimisation and technological adoption.

With a strong openness to technological innovation, I am inclined to understand, adopt, and promote new digital tools. My experience working daily with Office 365, cloud platforms, and generative AI has strengthened my ability to grasp how these solutions can enhance productivity and collaboration. This mindset allows me to contribute meaningfully to executive-level digital enablement and transformation initiatives.

Holding a Professional Degree in Digital Humanities with a specialisation in Start-Up and Technological Innovation, alongside continuous upskilling in Digital Marketing and Generative AI, In addition, my academic background — including a Diploma in Social Sciences with a specialisation in Psychology — strengthens my ability to understand people, anticipate behavioural responses to change, and facilitate smooth adoption of new technologies. This combination of digital fluency and human insight enables me to contribute meaningfully to executive-level digital enablement and transformation initiatives.

Organised, proactive, and solution-oriented, I excel at managing calendars, agendas, follow-ups, presentations, and executive communications with precision and discretion. More importantly, I see this role as an opportunity to go beyond administrative support and act as a true digital enabler — helping leadership teams work more efficiently, stay informed about emerging technologies, and embrace meaningful transformation.

I would welcome the opportunity to discuss how my background, mindset, and digital expertise can support your Technology & Transformation agenda and contribute to a more efficient, AI-enabled executive environment.

Thank you for your consideration.

Yours sincerely,

Stéphane Sirop