**JUN ZHOU**

**Phone: 0476100764**

**Email: zhoujun418331@gmail.com**

**Australia Citizen**

**Australia Full Driver License, Working with Vulnerable People Card**

Dear Hiring Manager,

I am writing to express my sincere interest in the Sales Support Coordinator position at your esteemed organization. With a strong foundation in Information Technology, coupled with hands-on experience in data analysis and a proven track record in supporting sales operations, I am confident in my ability to contribute to the efficient execution of day-to-day operations and provide exceptional support to your sales team.

I recently completed an Information Technology Diploma at TAFE NSW, where I undertook relevant coursework in Database Management, Project Management, and Cloud Computing. These courses have equipped me with the skills necessary to navigate complex data systems, manage projects efficiently, and leverage cloud-based solutions to enhance operational effectiveness.

My experience as a Sales Coordinator Intern at Ausmate Group has honed my ability to facilitate and coordinate orders between suppliers and customers, optimize stock levels, and initiate orders as needed. I have gained hands-on experience working with Windows Server and Microsoft SQL, ensuring seamless operation and data management. Additionally, my proficiency in integrating and analysing diverse datasets within complex business environments contributes to informed decision-making.

In my previous role as a Centre Cook at Goodstart Early Learning, I demonstrated strong organizational skills by orchestrating efficient stock inventory management, resulting in a notable reduction in waste and cost-saving. This experience has cultivated my ability to work well under pressure, prioritize workloads effectively, and collaborate seamlessly within a team.

My technical proficiency extends to using D365, Office 365, and databases such as SQL and Power BI. I am adaptable, with the ability to handle returns of goods efficiently and follow security procedures diligently.

I am excited about the opportunity to bring my unique blend of skills and experiences to the Sales Support Coordinator role at your organization.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your organization.

Sincerely,

Jun Zhou