**JUN ZHOU**

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**Australia Citizen**

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

Dear Hiring Manager,

I am writing to express genuine interest in the Sales position at your esteemed organization. With a robust foundation in Information Technology, hands-on expertise in data analysis, and a proven record of supporting sales operations, I am confident in my ability to contribute to the seamless execution of day-to-day activities and provide outstanding support to your sales team.

Recently completing an Information Technology Diploma at TAFE NSW, I undertook relevant coursework in Database Management, Project Management, and Cloud Computing. These courses equipped me with skills to navigate complex data systems, manage projects efficiently, and leverage cloud-based solutions for enhanced operational effectiveness.

In my role as a Sales Coordinator Intern at Ausmate Group, I honed my ability to facilitate and coordinate orders between suppliers and customers, optimize stock levels, and initiate orders. Hands-on experience with Windows Server and Microsoft SQL ensured seamless operation and effective data management. Proficiency in integrating and analyzing diverse datasets in complex business environments contributes to informed decision-making.

As a Centre Cook at Goodstart Early Learning, I demonstrated strong organizational skills, orchestrating efficient stock inventory management that led to a notable reduction in waste and cost-saving. This experience cultivated my ability to work under pressure, prioritize effectively, and collaborate seamlessly within a team.

Technical proficiency extends to using D365, Office 365, and databases such as SQL and Power BI. I am adaptable, efficiently handling returns of goods and diligently following security procedures.

I am enthusiastic 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 look forward to discussing how my skills and experiences align with your organization's needs.

Sincerely,

Jun Zhou