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Dear Hiring Manager,

I have enclosed my resume to provide you with the overview of my job profile and qualifications which you might find suitable for the job.

While going through my resume, you will notice that I have worked as Store Supervisor with Subway Franchise from past year and half. From which I have gained good amount of customer service experience, problem solving, time-management, decision making, inter-personal skills as well. While working this franchise, I have learnt about ample of different community people, their taste, choice, and preferences.

Apart from this, during my studies, I have a decent amount of experience working with Tim Hortons, which basically is customer service again. I have so far gained some good amount of experience dealing with customers, which can definitely prove as a plus point in over-all profile. I have a decent bit of knowledge in terms of using MS excel, word and PowerPoint. During my work tenure with Subway as a supervisor, I have dealt with several customer issues and have re-solved it nicely by giving 100 percent satisfaction to all those customers who had or faced issues while their purchase and by which I was able to built a healthy customers set-up for my restaurant.

My experience and natural communication skills make me a uniquely qualified and useful candidate for customer service department. I would be a great fit for your company and would very much appreciate the opportunity to meet you for an interview if you’d consider me. Thank you for your time and consideration of my application, and I am looking forward to hearing back from you.

Sincerely Yours,

Shilp Akhani

Enclosed: Resume.