

Date : 13.06.2022

From

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To

Al Sultan Sweets

Al Qusais Industrial Area 3,

P.o.Box : 87652

Dubai, United Arab Emirates

Dear Sir/Madam

I am writing with regard to applying FRANCHISE COORDINATOR/EXECUTIVE Job at your company and i have 2 years experience in FB Supervisor Role at Rasa Seri Alamanda SDN BHD Malaysia and during this time the main responsibility of

- Supervising Date to Day Activities.
- Staff Monitoring
- Supervising Kitchen Activities
- Sales and Cash Payroll Activities
- Purchasing Inventory Management
- Handle Customer Enquires and Complaints.
- Day to Day Planning

Experience :2

I have 3 years experience bin Sales Coordinator at Retail Building Materials Sales during this time main responsibility of

- Sales Management
- To Prepare Customer Sales Orders
- Maintain the customer files with all necessary documents, viz., quotations, purchase and sales orders, delivery notes, payment receipts, etc.
- Coordinate with the sales team to receive details and information about customer orders.
- Check customer payments and delivering reports.

I am confident that my current skills provide me with the capability to successfully perform this job so please find attached my resume for your consideration.

Thank you

Regards

Faizal Mohamed Abdul Salam

