

# ABDUL HANNAN ASHRAWI BIN MOHAMAD



Mentari Court Apartment, Jalan PJS 8/9 Taman Sri Mentari,  
46150 Petaling Jaya,  
Selangor Darul Ehsan



017-6993575



hannanashrawimohamad@gmail.com

To:

**PENGURUS SUMBER MANUSIA  
TALENT SUITES SDN. BHD.**

14 March 2018

Dear Sir / Madam,

Subject:

**Application for ADMIN/TRAINING EXECUTIVE**

This letter is to express my interest in **ADMIN/TRAINING EXECUTIVE** at Talent Suites Sdn. Bhd. I was informed of the vacancy through my friend that talked about this company. I have included my resume for your reference.

2. For your information, I am graduated with Bachelor in Business Administration majoring in Risk Management and Takaful from University Sultan Zainal Abidin. I also have Diploma in Finance from Kolej University Islam Melaka.

3. My enthusiastic involvement in many activities outside of the academic circle has served me well in nurturing my leadership and communication skills, especially in Talent Suites Sdn. Bhd. environment which are essential to succeed in the working world. I am self-motivated, independent and able to meet tight deadlines. I will be able to make a direct and immediate contribution to your company.

4. I hope my qualification and skills that I gain during learning process would meet your expectation for new employee and automatically become a great asset to your company. For my expected salary is **RM 1,500**. I look forward to being able to discuss the position with you further. You can reach me through my phone number, **017-6993575** or email to **hannanashrawimohamad@gmail.com** . Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Best Regards,

**ABDUL HANNAN ASHRAWI BIN MOHAMAD**

*Enclosed*

*1. Resume*