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23TH MAY 2025

HUMAN RESOURCE MANAGER

Dear Sir/Madam

RE: GENERAL APPLICATION.

I am writing to express my strong interest in the general application position. With my exceptional cleanliness standards, excellent customer service skills, commitment to prompt and accurate delivery, strong work ethic and ability to work effectively in a fast-paced environment, I am confident in my ability to contribute positively to your team.

Having worked as a Delivery Assistant, Packer & Production Associate in Food & Beverages Industry for almost a year in Bahrain, I have honed my skills and developed an in-depth knowledge of various services and safety regulations. Throughout my career, I have maintained a flawless cleanliness record, demonstrating my ability to maintain hygiene efficiently while prioritizing safety.

In my previous roles, I have consistently achieved customer satisfaction by providing exceptional service. I understand the importance of professionalism and effective communication in dealing with customers, and I am highly skilled in maintaining positive working relationships with clients. With my strong interpersonal and problem-solving skills, I am confident in handling customer inquiries and resolving any delivery-related issues promptly and efficiently.

In addition to my experience, I am detail-oriented and possess excellent organization skills. I have a proven track record of accurately documenting delivery logs and ensuring proper handling and storage of merchandise. As a diligent and responsible individual, I take pride in my ability to follow delivery schedules, adapt to changing environments, and complete tasks within deadlines.

I am particularly drawn to company due to its reputation for providing top-quality service and commitment to customer satisfaction. I believe my expertise in experience, combined with my dedication to excellence, align perfectly with the values and objectives of your organizational. I am confident that I can effectively demonstrate my abilities and contribute to the success of the company.

I appreciate your time and consideration in reviewing my application. I have attached my resume for your perusal, and I would greatly appreciate the opportunity to discuss how my skills and qualifications align with your organization's needs in more detail during an interview.

I am available at your convenience and I look forward to the opportunity to meet with you in person to further discuss the open position.

Yours Faithfully.

Kelvins Otieno Opiyo