To

Head of HR & Procurement Manager

Dear Sir / madam,

Based on my several years in sales, marketing, management and customer service, I strongly believe that I have the necessary expertise to fulfil various roles.

At present as Purchase Coordinator at Lagoona Beach Luxury Resort & Spa in F&B department having experience in purchasing, training, recruiting and developing strong relations with several vendors and maintain a vibrant and ambitious attitude as a representative for my company.

For the past several years in the similar field, I am confident in my abilities to do same and perform well for esteem organization. I have successfully taught strategic sales and operation to my team.

It is with great interest & enthusiasm that I apply to this position. With my strong work ethic, I believe that I can contribute tremendously.

Thank you for your time and consideration. I sincerely hope you will allow me the opportunity. I look forward to hearing from you

Sincerely

Kumar A. Anzar

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