Salumu Mbaruku Kiomone

0782-532898

Dar es salaam.

Tanzania.

07/11/2024.

To,

Human Resource,

Dar es salaam,Tanzania.

REF:JOB APPLICATION FOR CLEANER POSITION

I am writing to you because I would like to apply for a job in your company for the position of Cleaner.

I hold Bachelor degree in accountancy and Diploma in business Administration.I am an organised person who works in a very methodical manner.I have 5 years experience in supervision and management.

I have excellent calculating skills with the ability to run the management,accounting and other materials in the store proficiently. I am familiar with and have the ability to follow company policies and procedures regarding all forms of management.My skills include having the ability to learn your computer system and new jobs quickly and my strong observation skills help me to notice when management need assistance.

My courteous and friendly personality and positive attitude makes it easy to provide excellent management service and I know how to make the people feel welcome. This encourages repeat activities and it helps to build a good reputation for any Institution..

I have lots of patience and great communication skills along with a real desire to assist the management their needs. I also have the ability to present myself in a professional manner all of which help qualify me for this position.

I hope that you will consider me, and I look forward to hearing back from you.

Your faithfully

Salumu Mbaruku Kiomone