Cover Letter



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HR Department

Peshawar

0092 334 8888 99

JOBS.SC@FF.COM.PK

Dear HR Manager,

I’m writing to apply for the Import Executive (Post-Order) opening at FF STEEl. I have more than seven years of experience in different organizations on different posts, and my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

In my role as Assistant Import for Frontier Platinum Group (Manufactures of Lamination Boards) for 07 months, I proved to be an efficient, enthusiastic, and strong employee. As assistant I was able to quickly learn every aspect of import from submitting request till clearance to Factory and entries in ERP. Not only I was involved in Import, I also had the responsibilities of clearing pendency of import accounts in ERP of last 07 years and handling CEOs direct orders regarding Import and purchase.

FF STEEL would benefit from my skills in the following areas:

* Eye for excellence and high level of standards
* Strong work ethic and leadership skills
* Positive attitude even under pressure

I believe FF STEEL will be a great success for many years to come, and my extensive expertise will help ensure your establishment succeeds well into the future. My time spent in this industry has prepared me for such an opportunity, and I sincerely hope I can contribute soon as a member of your team.

It would be a privilege to discuss your Import Executive position in more detail. I’m happy to come by whenever it’s most convenient for you. Thank you for your time, and I’m looking forward to hearing from you.

Sincerely,

[Abdullah Jan]

Plot No 166,Road B-7,

Hayatabad Industrial Estate,