Doreen Ikaroa

Postal Address

P.O. Box 111, Boroko

National Capital District, Port Moresby

**7th February, 2019**

ATTENTION TO: PPL RECRUITMENT TEAM

POSTAL ADDRESS: PNG Power Ltd, P.O. Box 1105, Boroko, NCD
EMAIL: recruitment@pngpower.com.pg
PNG Power Ltd National Office, corner of Wards Road, Hohola

Dear Sir/Madam,

**SUB: SUPERVISOR**

I am writing to apply for the supervisor position advertised on internet at PNG Power website. As requested, I enclosed my certification, my resume and three references.

I have more than four years job experience in customer services gained from working with Digicel PNG limited from 20th August 2014 – to my current position as a Customer Care Team Leader in which my main roles are people management, customer focused and customer experience. While ensuring that we give 100% world classic service to our value customers by closing all queries at first point of contact.

 I have the potential of multi-tasking and I manage 20 -15 people in my team, while attending to walking in customers, external emails and incoming calls. On top of that I administer timesheet, approving annual leave, and up skills bottomed performers so all team members are uniformed.

I have audacious personality and always passionate with my job, computer literate and easy to get along and always meet deadlines on time with less supervision. I have the potential of multi-tasking and also a quick learner. So if ever given the opportunity, I assure you, I will be a great asset to your organization.

Thank you very much for your time and understanding, I’ am available for an interview anytime at your convenience and I can be contacted on this mobile#:72220573/72052078/70049917. A respond from you will be highly appreciated.

Yours sincerely.

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Doreen Ikaroa

 (**Applicant)**