

To whom it may concern

Dear Sir/Madam,

I am writing to apply for the role of store manager, in response to an advert I saw online. Please find my CV attached.

I believe I have all the qualities required for the job and I would be the most suitable candidate for this post. I am a well-mannered, articulate and conscientious individual who can communicate to customers on all levels. Smart and presentable with an ability to work as part of a team or individually to deliver and maintain a high standard of service in every aspect. I can communicate effectively with people from diverse backgrounds and would be an asset to any employer who respects loyalty and responsibility. I have many transferable skills through my varied career history. I love to work in a challenging & dynamic environment and able to adapt myself to any change rapidly.

I have 14 years work experience & practical skills in retail industry. I worked in almost all departments in this field. Though I wasn't in management team directly, but I work very closely with my full management team. On various occasions I had taken many management roles and I had supported various team members, worked as a mentor for them. And giving training to the new starters was a regular job. I also worked & helped in completing rota, planning as well as holidays. Sometimes I also had to involve with various disciplinary & grievances issues as a representative of other team members.

I am now seeking to utilize my previous experience to this suitable role. I am happy to undertake any further training required or to undertake any free work trials if necessary. I am also available for work immediately.

Sincerely yours

Muhammad Hafizur Rahman

Muhammad Hafizur Rahman

07984112649 • m.rahman75@yahoo.co.uk • Birmingham, UK

Personal Statement

I am a well-mannered, articulate and conscientious individual who can communicate to customers on all levels. Smart and presentable with an ability to work as part of a team or individually to deliver and maintain a high standard of service in every aspect of a customer service role. I can communicate effectively with people from diverse backgrounds and would be an asset to any employer who respects loyalty and responsibility. I have many transferable skills through my varied career history.

I am now seeking to utilize my previous experience to a suitable role. I am happy to undertake any further training required or to undertake any free work trials if necessary. I am also available for work immediately.

Key Skills

- Planning and managing workload through prioritizing
- Excellent customer service skills
- Ability to work calmly and efficiently under pressure to meet & surpass deadlines & set targets
- Excellent team member who is able to accommodate others in a team, equally able to work independently
- Health & safety awareness & a good level of fitness
- Food Hygiene Certificate
- Full clean UK driving licence

Employment History

Quran Teacher, UKIM Masjid, Birmingham (Oct 2017 to Jan 2019)

- Teaching students' Arabic alphabets
- Teaching Quran and Arabic with Tajweed and good pronunciation
- Assisting teacher with management of pupils in the class
- Providing general support & one-to-one assistance for students
- Monitoring pupil's ongoing performance

Bakery Assistant, Sainsbury Bakery, Birmingham (May 2012 to April 2019)

- Baking, shaping and finishing high quality breads of different varieties and sizes
- Cleaning the bakery machinery, equipment, storage and preparation areas every day
- Rolling and cutting dough into different shapes depending on supermarket requirements
- Maintaining the bakery's production schedule by following a strict daily routine
- Strictly enforcing hygiene and infection control procedures throughout the bakery
- Taking the temperature of baked goods on a regular basis to help ensure freshness
- Taking delivery of goods and sorting damaged items
- Using bakers ovens, moulders, cutters, starters, peelers and also associated personal protective equipment during the course of the day

Retail Assistant, Sainsbury Supermarket, Birmingham (Nov 2005 – Apr 2012)

- Operating a till & taking cash, debit & credit card payments
- Re-stocking shelves
- Maintaining a clean, tidy & safe working environment
- Assisting customers with their enquiries
- Dealing politely with customer complaints and resolving them
- Constantly updating and replenishing sales and display areas

Waiter, Masala Club, Birmingham (Aug 2004 – Sept 2005)

- Serving food & drinks
- Giving advice about food content & menu choices
- Keeping eating & serving areas clean & tidy
- Operating the till & taking payments
- Handling customer enquiries, comments & complaints
- Clearing and cleaning tables

Education & Training

Joseph Chamberlain College, Birmingham GCSE Bengali (A*)
Government High School, Bangladesh Completed secondary education
MC College, Bangladesh Completed A level

References

References are available upon request.

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Store Manager

Job reference | **2014** Category | **Store Management**Job Title **Store Manager**Location **Mansfield Bancroft Lane - Supermarket**Employment Type **Full-time**Contract Type **Permanent**Shift Pattern **DAYS**Hours per Week **45**Salary **Competitive salary plus benefits**Category **Store Management**Closing Date **27 February 2020**

Apply Now (/vacancy/store-manager-2014/2032/description/action/apply/?
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About the Role

There's a role for everyone in retail - including leadership. As a Store Manager, you'll work with a small team of managers and colleagues to drive sales, set standards and deliver KRAs. You'll be the key motivator, maintaining morale and creating an operation that keeps customers coming back. You'll support Asda's pricing strategy and keep costs low. If you're looking for a chance to develop further in retail, this could be the role for you!

As part of the leadership team, you'll work a rolling rota which will include weekends, evenings and sometimes, late nights.

About You

You'll be able to work in a fast paced environment and be adaptable to change. You'll be naturally friendly and want to get stuck in, working with your team to deliver great results as well as spot talent and support their development. You'll have good leadership and people skills as well as be a strong coach, role model and mentor who inspires the team to be the best they can be. At times, you will need to deal with management issues such as disciplinary and grievances in a professional manager as well as manage rota planning and holidays.

Your Benefits

Enlarge Map

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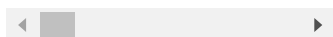
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Alongside a competitive salary, you'll get lots of other great benefits too, including 10% off your Asda shopping, incentive schemes, the opportunity to become a shareholder as part of our Sharesave scheme, a pension scheme, bonus scheme and discounts across a range of services and activities, from airport parking to theme parks and cinemas.

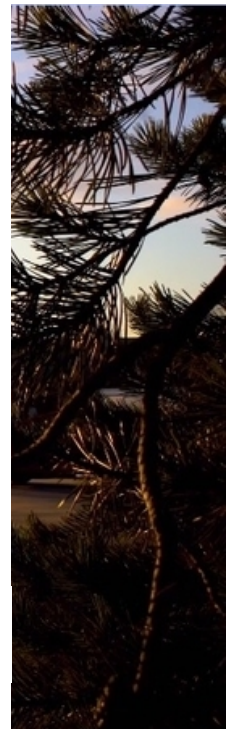
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Life at Asda.

At Asda, we want to make lives easier. Happier. More fun. Watch this film to discover more about how we operate and what's important to us.



0:00 / 2:04

Right to work in the UK

We're proud of our rich and diverse culture at Asda and welcome applications from anyone who has a permanent or temporary right to work in the United Kingdom. As part of your assessment or interview, there are some important documents we'll need you to bring along. There are a number of documents that can be used to prove your right to work and if you're not sure please click **here** (<https://www.asda.jobs/right-to-work/>). These guidelines will help you to understand what documents are suitable.

Working with a disability

If you need any help with your online application then organisations like Mencap, Remploy, Job Centre Plus and Shaw Trust can offer independent expert advice and support across the UK, and are a completely free service to use. Please get in touch with our recruitment team **HRSScandidateexperience@asda.co.uk** (<mailto:HRSScandidateexperience@asda.co.uk>) if you need any additional support with your application or if you require reasonable adjustments at your assessment centre or interview.

Former Armed Forces

We're thankful for the work our armed forces do and we want to support them back into civilian life. We take pride in recruiting talented individuals from diverse backgrounds, who have many skills to grow and develop with Asda. As part of the Military Covenant, we guarantee an interview or assessment centre place for any candidate who is ex UK forces and has been honourably discharged in the last 12 months (this does not apply in Northern Ireland).

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Modern Slavery Statement (https://corporate.asda.com/media-library/document/asda-modern-slavery-statement-2019/_proxyDocument?id=0000016a-6ecd-d7ff-a3ea-6fef02ad0001)

Right to Work in the UK (</right-to-work/>)

Privacy and Cookies policy ([/custom/ASDA_03/resources/docs/Privacy_Notice.pdf](/custom/ASDA_03/resources/docs/Privacy_Notice.pdf))



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