

Dear sir/madam

I am writing this letter to apply for a position at your esteemed organization. I am a graduate of Bachelor of Business (Accounting major), with more than six years of professional experience. I am eager to contribute to your organization with my knowledge and skills, which I have developed through my education and work experience.

Currently I am working as a supply chain Coordinator in G.S.S. (Global Supply & Sourcing) of BMMI Bahrain, supporting both Logistics and Procurement functions in the organization. Administering and assisting in procurement and supply chain of products and services require a high level of accuracy and attention to details. I have always maintained these qualities when performing my duties, which also include developing proper sources of supply and maintaining excellent relationships with vendors. During that time, I have managed to demonstrate teamwork skills, communication skills, self-management skills & problem solving skills.

I also used to work as a Buyer in the Purchasing Department of Bahrain Aluminium Extrusion Company for 5 years starting August 2014 until Jan 2020. Duties included issuing purchase inquiries and purchase orders, evaluating quotations, preparing techno-commercial comparative statements & negotiating contracts with vendors. I also acted as a manager in the absence of the department manager and provided training and guidance to new staff in the department.

In terms of educational background, I attended CPA preparatory course from September 2014 until January 2015, which covered 4 subjects (Auditing and Attestation, Financial Accounting and Reporting, Business Environment and Concepts, and Regulation). I have successfully passed the Auditing and Attestation section in November 2015, containing topics such as audit procedures, evaluating audit evidences, and assessing audit risks.

Academically, I graduated from Bahrain Polytechnic in 2013 with a Bachelor's in Accounting. The degree covered many subjects including Auditing, Management Accounting, Financial Accounting, Taxation, besides other accounting related subjects. Through my studies, I had the opportunity to develop several skills. For instance, doing several group presentations and working in groups have considerably contributed in developing my teamwork skills. Additionally, submitting reports for different subjects in a short period of time has enhanced my critical thinking and time management skills.

I am currently studying for a Masters degree in Logistics, Procurement & Supply Chain Management from the University of Salford, the degree covers a wide range of topics in operations and supply chain management.

Enclosed please find my CV for your review, and please do not hesitate to contact me if you require further details. I very much appreciate your time and consideration, and I look forward to hearing from your team soon.

Yours Faithfully,

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