

# Varun Bhandary

Purchase & Account Executive

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## COVER LETTER

To,

Human Resources Manager

Dear Sir/ Madam,

As an Experienced Purchase Executive, Accountant and Administrator Professional with 4+ years of experience optimizing productivity and service quality across various environments. Highly dependable and reliable support specialist and leader that blends advanced organizational and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence

**KEY EXPERTISE:** Over the professional journey, some highlights of my expertise are:

- Handling high volume of purchase, reviewing and approve purchase orders before ordering goods and contact vendors from China, Dubai, & Bahrain to obtain price quotes and perform negotiations and ensured that all purchase operations were performed in accordance with company policies and procedures.
- Follow-up on delivery schedules, payment delays, and invoice queries and manage delivery schedules and status of goods.
- compile and Present reports, budgets, business plans, commentaries and financial statements.
- Analyze accounts and business plans.

- Reconcile financial discrepancies by collecting and analyzing account information.
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Dealing with various vendors in Bahrain as well as China, in connection with purchase activities
- Processing payroll, maintain employee records and other related HR activities

**INTERPERSONAL ABILITIES:** A Proficient expert at Leadership, Problem Solving, Organizational Skills, Adaptability, Constructive etc.

I would bring strategic growth focus and strong leadership to your organization. I would appreciate the opportunity of an interview to discuss my experiences and qualifications in greater detail.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Varun Bhandary