

To,
HR Manager,

Subject: **Application for post of current vacant position**

Dear Sir/Madam,

You are receiving this letter and résumé in response to job opening in your company for current vacant position in Supply Chain & Logistics Department. You must have received large number of applications for this job; however, this letter's objective is not to seek a mere job rather, this letter is an expression of intense desire to add value, bring efficiencies and productivity for the organization. Here is how I could contribute:

1. Being self-motivated & ambitious supply chain & logistics management professional, I possess experience in vendor management, inventory/stock control, demand/material planning, imports & exports management, supply chain operations, strategic initiatives, relationship management, procurement management, KPIs monitoring, budgeting & forecasting, SOPs development, negotiating contracts and strategic procurement that will allow me to greatly contribute towards the success of your organization
2. Being committed & competent problem solver, I have expertise in resource development with respect to supply chain management aspects and maintaining organization's rules and regulations. I am adept at managing contracts and formulating supply chain policy
3. Being persistent & impeccable professional, I possess strong critical-thinking, analytical and organizational skills; I am all-set to collaborate with teams to create synergy and minimize friction. I have proficiency in Microsoft Office Suite
4. I am propelled professional, having expertise in excellent analytical, communication, problem-solving, cross-functional, project management, quality assurance compliance and competitive intelligence skills. I have proven record in conducting training needs analysis of team members, executing tactical business solutions, and ensuring clients' requirements

My enclosed résumé provides you more details of my qualification. You will find me available at my cell number +92 (307) 5553327 or email m_almas50@hotmail.com to decide about meeting and gauge my compatibility with your organization.

Looking forward to meeting you!

Sincerely,



Muhammad Almas
Logistics & Supply Chain Management Specialist