Dear Sir,

In reference to your vacancy, please allow me to submit my cv for your kind reference.

My professional experience has allowed me to gain holistic knowledge in the process of supply management, accounts, and purchasing. I have worked on coordinating & understanding the needs of each department and negotiate the best packages from suppliers and vendors. I have practiced strong negotiating skills along with maintaining bidding processes resulting in favorable vendor contracts for the company. In addition to the necessary administrative duties that are part of the job I also conduct regular competitive market analysis in order to stay ahead of market prices and concerns.

I understand the importance of clear communications amongst staff and user departments as well as relationship building with vendors to ensure quality and on-time delivery as well as resolution of vendor issues.

I hope that my passion, experience, and skills will contribute favorably to your institution.

Thank you and looking forward to your positive feedback.

Best regards,

Edwin Soriano