

# PURCHASE COORDINATOR COVER LETTER

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Dear Sir or Madam,

I am writing to you to apply for the position of Purchase Coordinator, I hastened to submit my resume for your review. I have a bachelor degree in BE Mechanical Engineering With more than 3 years of solid experience in managing product, material purchases and material data management as well as my talent for forging strong supplier/vendor relationships. I am confident in my ability to make a significant impact on your organization.

My background includes a proven ability to negotiate and secure competitive prices for products and services to contain costs and maximize profits. From evaluating procurement needs and placing orders to estimating arrival times and liaising with suppliers, my experience has prepared me to excel in this role. With my outstanding communication, analytical, and time management skills, I am well positioned to thrive in this role.

Highlights of my background include:

- Negotiating price for various materials and placing orders as a purchase coordinator, creating purchase order, collecting invoices, prepare monthly purchase report and inventory analysis.
- Monitor the operation department purchase cost and control the project cost not exceed the costing sheet.
- Strong knowledge about material data management, finding duplicates in the ERP system, vendor and supplier management.
- Creating Shell MESC Code, noun, modifier and attributes allocation for SAP ERP short and long description.
- Store management: receive the material, check the material, placed in the proper bin.
- Organizing and controlling various mechanical projects in Hindalco Industries Ltd.

With my comprehensive experience handling product/material purchasing tasks, complemented by my dedication to containing or reducing expenses, I believe I could quickly exceed your expectations as your next Purchase coordinator. I look forward to discussing the position in further detail.

Thank you for your time and consideration.

Sincerely,

Rohith Sathyapal