Zhonghui Zhang

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Canada post

Government of Canada

Re: Sourcing Management Co-op

Dear Hiring Manager,

My name is Zhonghui Zhang, and I am a student in the Bachelor of Commerce (e- Supply Chain Management) program at Algonquin College, currently in my fourth year of study. The Sourcing Management Co-op position that was posted on the HireAC is very appealing to me. The opportunity to work for Canada Post can diversify my analytical skills and utilize my creative thoughts and ideas, which would add value to your team.

Among the qualifications, there are quite a few that I believe possess and excel in.

During my last two Co-ops, I have cultivated advanced skill sets with spreadsheet applications and SAP by creating shipping orders, posting good issue, conducting daily inventory count and balancing kegs. In one of my projects, I devised a project that transforms warehouse to graphical data in Excel, which standards the location of beers, updates the location new coming and out stock beers in time. Also, when importing the excel data to the SAP, the SAP will automictically generates the most efficient route on pick sheets, which saves 50% time and improves 60% - 70% of efficiency when assemblers pick up beers and assembles the order. Moreover, at my previous role as a purchasing manager, I performed a variety of general tactical duties to support purchasing activities including demand forecast and cost control. My additional skills in effective communication and problem solving allow me to maintain optimal supplier customer service. Additionally, during my past work experience of working as a customs broker, I was able to rank and group the tasks in terms of importance and value.

Moreover, through my Purchasing Management course, I am able to evaluate and solve problems while demonstrating their understanding of the procurement cycle as they adopt the roles of requestor, buyer, seller, billing agent, accounts payable clerk, and inventory manager and conducting the processes to complete the required process in SAP.

I am confident in my ability to make a positive contribution to Canada Post and am enclosing my resume for your review. You can reach me at the contact information above. I look forward to meeting you.

Respectfully, Zhonghui Zhang

Enclosure