
Rahul Kaswala

rahulkaswala@gmail.com | 437 545 1001 | Toronto, Ontario.

Re: Application for Project Coordinator

Dear Sir / Ma'am,

I am writing to express my intense interest in the position of Project Coordinator at CareRx, referring to the job post on LinkedIn. A handsome experience with a strong background in project management, a proven track record of delivering projects within the desired timeframe and budget, and a passion for leading the cross-functional teams, I believe I am an excellent candidate for this position.

I am having **12+**years of experience in Pharma Industry for Project Management, Supply Chain, Central Coordination, Business Development, which covers projects of Drugs, Cosmetics, Nutritional supplements, Food products and Ayurvedic Products. In my previous role with Zydus Lifesciences Limited, I successfully drove multiple complex projects from initiation to completion complying agreed terms and ensuring customer satisfaction. With positive, problem solving and result oriented attitude, I consistently sufficed project requirements along with the superior level of quality.

Some highlights of my qualifications include:

1. **Project Management:** I am proficient at developing comprehensive project plans, defining the scope of the projects, identifying feasibility and outcomes, and creating detailed schedules. I have experience in managing obstacles, risk assessment, risk mitigation and performing ad hoc tasks as per the demand.
2. **Supply Chain Management:** I have ability in balancing the demand and supply and stock replenishment as per market requirements. I have good experience in end-to-end supply chain operations, price improvements and inventory management.
3. **Team Leadership and Collaboration:** I have a proven ability to lead and motivate colleagues and cross functional teams and to provide a feel-good working environment. I am good at assigning tasks, sharing clear instructions, and effectively communicating project goals with the team members, ensuring that all are aligned on the same platform and working towards the same goal.
4. **Stakeholder Management:** I possess excellent communication skills and interpersonal skills which helps me building a good and healthy relationship with the clients, team members, stakeholders offering end-results with synergistic outcomes. I am skilled in meeting up the expectations, resolving issues, and keeping transparency to ensure all the concerned stakeholders are aware about the current and upcoming project scenarios, which helps running the project smoothly till it gets completed.

In addition to my professional experience, I hold a degree of Bachelor of Pharmacy from Rajiv Gandhi University of Health Sciences, Bengaluru, Karnataka, India. My education and this long professional experience have enabled me with a strong base in project management, central coordination, and problem-solving attitude.

I am excited for the opportunity to contribute my skills, expertise, and experience to CareRx. I am confident that my dedication, strong analytical skills, and corporate experience will enable me to touch the new heights at your esteemed valuable organization.

Thank you for considering my application. I have attached my resume for your review. I would welcome the opportunity to discuss how my qualifications meet up to the project management needs at CareRx. Please feel free to contact me at your convenience to schedule an interview.

Thanking you for your valuable time and consideration.

Sincerely,

Rahul Kaswala.