Onyango Faith

767-00618 Ruaraka

Nairobi, KENYA.

09/12/2022

Dear Sir/Madam

With this letter and the attached resume, I would like to express my sincere interest in the Operations Associate position in your organization. An organized and motivated professional with experience providing administrative, logistical, and general operational support to drive corporate success, I am confident that I would be a valuable asset to your team.

From processing orders and maintaining records to performing general administrative responsibilities and supporting inventory management functions, my background has prepared me to excel in this role. Backed by my superior communication and multitasking capabilities, I excel at providing exceptional organizational and time-management expertise and driving optimal productivity and success.

Highlights of my experience include…

Managing comprehensive operational support functions’ such accounting and budgeting process including budget tracking, inventory control, markdowns, order fulfillment, accounts receivable, and cost control.

Following up on open orders that did not meet required delivery dates to identify and resolve issues and maximize customer satisfaction.

Working with senior manager in building vendor relationships and processing of service contracts.

General office services and other responsibilities including meet and greet for guests, drafting and mailing correspondence, signing packages and mails, running the office switchboard.

Demonstrating dedication to providing outstanding operational support while streamlining operations and facilitating organizational success.

Balancing multiple tasks while providing top-level problem-solving and interpersonal skills.

With my proven commitment to delivering the highest level of operational assistance, I am well prepared to extend my record of exceptional service to your team. I welcome the opportunity to discuss this position and my qualifications with you further.

Thank you for your consideration.

Sincerely,

Onyango Faith.