

PAULINE ONDIEK,
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NAIROBI, KENYA.

THURSDAY, 19 JANUARY 2023.

TO THE HUMAN RESOURCE MANAGER,
PEACE WINDS JAPAN,
P.O. BOX 27038-00100,
NAIROBI, KENYA.

Dear Sir/Madam,
RE: APPLICATION FOR THE POSITION OF A WAREHOUSE ASSISTANT- KAKUMA.

As a graduate of Jomo Kenyatta University of Agriculture and Technology, JKUAT, who is passionate about the supply chain management processes, it is with great interest that I am forwarding my application for consideration for this job opportunity. I have chosen your organization due to its wealth of expertise which will help train me and help me achieve my dream of becoming the head of supply chain and help ensure proper employment of best procurement practices that improve efficiency, reducing costs while improving performance.

My undergraduate bachelors degree in procurement and contract management has given me a strong background for this job along with additional skills gained through my coursework in units such as; distribution and warehousing, stores control and inventory management, fleet and freight management, transport policy and planning, quantitative techniques, cost accounting, operations management in the supply chain, procurement ethics and integrity and customer relationship management among other relevant units.

As part of my bachelors degree award requirement, I had the opportunity to work at Milimani, Employment and Labor Relations Court, (ELRC) as an attache where I participated in the evaluation of bids, writing professional opinions and evaluation reports, regular physical stock taking and recording in the stores ledger and stock control card to avoid shortages and surplus inventory, purchasing and managing inventory, inspection of items brought in by suppliers among other functions of a procurement officer.

I was also an attache at the Kenya Accountants and Secretaries National Examinations Board (kasneb) from November 2021 to February 2022. I got a great exposure to the supply chain management field. I participated in performing the following tasks; preparing draft tender documents, evaluation reports, award letters and regret letters, statutory reports, receiving items brought in by suppliers, issuing items to the user departments, disposal of inventory, participating in tender opening and evaluation committee meetings among other tasks in the organization. I would much appreciate to contribute to your ongoing growth and continues success. Given the position's nature and my skills and potential value for the organization, I would ask for a salary range in the Kshs. 35,000 to Kshs. 45,000 range.

The accompanying resume can serve to provide you with greater details of my background and what I have to offer. You can reach me either by phone at +254 799022118 or by email at paulineondiek76@gmail.com . Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely,

Pauline Ondiek.