

Dear Human Resources Officer,

I am writing to express my interest in the position of **Purchasing Coordinator** posted on the Seek. I believe I could bring valuable skills and experience to ALOGIC that would make me an ideal fit for this position.

I am an experienced data analytics expert and sales specialist. I have worked at several global companies and I am highly proficient in managing IT sell-in/sell-out channel, preparing variety of analysis reports and setting up new IT products to achieve business success.

Other applicable features include:

- ✓ **A native Mandarin speaker, Bachelor degree**
- ✓ **Demonstrated experience in preparing analysis reports and supporting data-driven decisions to optimise business**
- ✓ **Proven ability to pick up product knowledge quickly**
- ✓ **Advanced Excel skills (pivot, charts, vlookup, index, match, what-if) and PowerPoint skills**
- ✓ **Experience with Oracle, SQL, SAS, SAP, Tableau and SFDC**
- ✓ **Excellent problem solving ability, analytical skills, communication skills and negotiation skills**

I have attached my CV to provide more information about my background and work experience. I am excited about the prospect of joining ALOGIC and truly believe I can bring previous experience to contribute to the success of the team. I appreciate your consideration of my application and look forward to hearing from you.

Yours sincerely,



Alex Lu

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