

Jerry Chen
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Dear Alogic,

I am writing to apply for the position of Purchasing Coordinator in Dandenong South.

Having spent much of my career in purchasing roles, in the manufacturing and hospitality sectors, I have a strong working knowledge of how to maintain strong working relationship with vendors. In addition, I have learn and development multi skills such as attention to detail, communication and organizational.

The nature of the industries I have worked in have involved working to strict regulatory specifications and I am comfortable monitoring value and quality. At the same time, I would be tasked with delivering on specific new product targets, involving analysis and forecasting to manage inventory.

As a team supporter and player, I liaised with variety level staffs across different departments to resolve problems and dealt with supplier for back orders/overdue orders during which I developed excellent communication skill (English & Mandarin) and an adaptable and flexible approach to trouble shooting problems.

My first tertiary qualification was in computing and although my career has taken me in a different direction, I have an exceptional understanding of business support applications such as PRONTO XI/MFG PRO (QAD Enterprise), Windows system and MS Office.

My resume attached highlights my skills and experiences. I feel confident that I can make a strong contribution to ALOGIC. Please feel free to contact me to discuss my application for this role at an interview.

Yours Sincerely

Jerry Chen