**Arjun Bedi**

Unit 10 /40-42 Hemming’s Street, Dandenong, Vic 3175

PHONE NO-0405848048

DOB: 19/08/1995

Arjunbedi19@gmail.com

I am writing to express my interest in Purchase officer role that has been advertised. After carefully understanding the role and position description, I believe I possess the attributes and skills to be successful in this role.

I have more than 1 year of experience in Purchasing. I have enlisted a few of my achievements below.

* Strong analytical skills combined with a logical mind-set, especially while dealing with complex issues.
* Skilled in analyzing current procurement activities and recommending improvements through efficient procurement methods, standardization & value analysis
* Proficient in building relations with vendors & service providers, finding solutions to critical problem areas and delivering on customer commitments
* Strong negotiation skills in order to consistently save company’s capital.
* Strong interpersonal skills and have the ability to work under pressure situations without affecting the quality of work.
* Excellent communication and problem solving skills in order to ensure best possible resolution is met.
* Proven time management skills and being productive
* Strong work ethics and achievement orientation with natural drive towards beating targets to be recognized as a performance leader.
* Strategic thinking with an eye for details and excellence in execution.
* Positive attitude and can do approach for any new challenges.
* Strong passion to excel in any challenged environment.
* Assisting colleagues and management with workload
* Excellent people management, leadership and communication skills.
* Extensive experience using Microsoft Office, including Excel and PowerPoint.

I am a hardworking and enthusiastic employee and would love the opportunity to advance my career. My resume is attached and I look forward to being able to discuss the position with you further.

Kindly contact me through phone or email for any further information.

Sincerely,

Arjun Bedi