Charith Gajanayaka

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02nd December, 2018

Dear Sir/Madam,

I would like to apply for the position which you have advertised on seek. I believe my 12 years of working experience in manufacturing industry would bring great value to thus company as I have undertaken all the duties stated in the job description, throughout my career.

Please find below a summary of my skills and experience related to the advertise position,

* Advanced Knowledge in working with MS office and SAP system.
* Good knowledge of Material management, sales & Distribution and finance & Controlling in SAP system.
* Practical knowledge of warehouse stock count. (preparation, counting, analyzing, reconciliation and reporting to the management with future improvements.
* Valid forklift license.
* Good knowledge of HR/Warehouse departments activities.
* Practical knowledge of 5S and Lean system.
* Have I can do attitude, can work along with any pressure.

For further information, I invite you to review my detailed achievements in the below resume.

As per my visa , I have full work rights in Australia and pleased to inform you that I am available to start immediately.

In conclusion, I am excited at the prospect of being a part of this company and would welcome the opportunity to speak with you and discuss the value that I can bring to your organization.

I look forward to hearing from you soon.

Best Regards,

Charith Gajanayaka