Jason Zhu

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HR Manager

ALOGIC

Dear Sir, Madam,

**Re: Purchasing Coordinator**

I am writing to apply for the position of Purchasing Coordinator, which was advertised on the Linkedin on December 12, 2018.

Professional skills in ICT and Logistics management knowledge are required in the field of Manufacturing, Transport and Logistics. I am proficient in procurement knowledge and I have effective inventory management skills from my previous working experience. I pride myself as a very effective person and a fast learner.

I can bring the following important skills to this position, including:

* **Experience.** Daily communicate with logistics manager in Sweden headquarter and the buyers in China, control the order quantity and the delivery schedule in order to maintain optimal inventory level. Organised 300 suppliers’ accounts from the SQL database.
* **Results.** Improved the lead time and delivery accurate rate by 20% and solved the warehouse overload issue. Create the active user list from the SQL database.
* **Performance**. My professional skills in developing ERP systems contributed to the work flow in procurement and logistics.

I am a good match for the position offered as I am experienced in distribution, export import and IT, including problem solving and MS Excel skills.

Alogic has been of interest to me as it is the leading manufacturer and distributor of commercial products in IT field. I also admire the speed of your company’s growth.

Please find enclosed my resume for your consideration. I would enjoy having the opportunity to talk with you more about this position and how I could use my skills to benefit your organisation.

Yours faithfully,

**Jason Zhu**