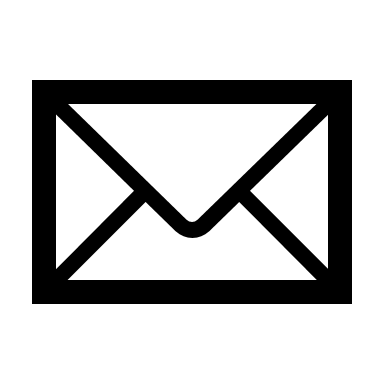
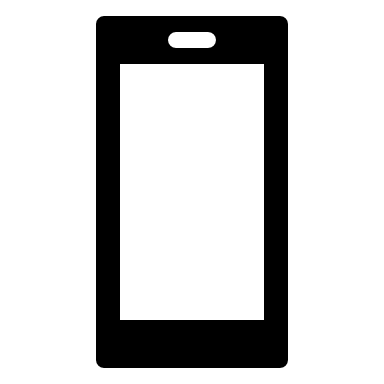
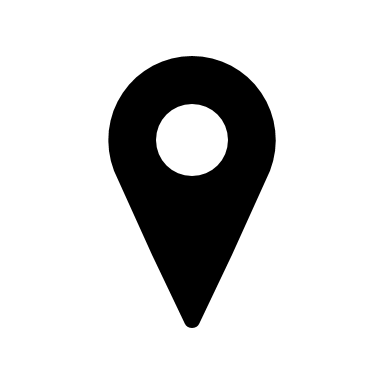
**Shiny Ladhrohia** gagan.shiny@gmail.com 

Customer Service Professional 0450-472-389

2 Costata Ct, Narre Warren- 3805

3rd October 2019

# Re: Application for Internal Sales Assistant

# Dear Hiring Manager,

# I am writing to express my strong interest in Internal Sales Assistant position within your organization. As a highly organized and self-motivated professional with more than 6+ years' experience in coordinating and overseeing office operations to maximize efficiency and productivity, I am prepared to significantly contribute to your company’s goals and objectives.

My expertise lies in successfully maintaining superior customer relationships and providing outstanding leadership and support to meet, and surpass, service expectations and requirements. Here are few highlights:

* In my current organization, our team has improved customer service satisfaction 3% annually through supply chain management initiatives, inventory control and flexible distribution practices.
* Generated simple and complex quotes and orders, within a 1-24-hour turnaround, each unique requiring extreme attention to details.
* Spearheaded transition from xTuple to SAGE, training a new employee in newly implemented technologies.
* Commended by management for my streamlined processes, I have been assigned with bigger responsibilities to assist Warehouse Manager for Inventory update & stock control.

In every position I have held, I am proud to say I have performed at my utmost best. I never keep my task incomplete till I achieve a result to ensure the best service. I am currently also having family friendly hours, but I wish to grow in my career. What separates me from others is my dedication and commitment to everything assigned.

I would appreciate the opportunity to meet with you to discuss this position in detail. I can always be contacted on the information provided above.

Thank you for your consideration

Sincerely,

Shiny Ladhrohia