Terrence Li

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Dear Sir/Madam,

I am very interested in applying for the new job position, which was advertised on seek from your company.

As outlined in my CV, in 2010, I successfully completed the Master of Business Information Technology degree at RMIT University. One year later, I also completed the second master degree with Commerce. Throughout my studies, I have achieved excellent academic results. After graduation, I have been involved my career for more than 9 years. Now I am ready to take a new challenge and very eager to commence my new chapter for new challenge and new skills, and I believe in your company my working experience, hard work, dedication, and ability to acquire new skills can be further developed, and utilised.

Between January 2011 and March 2013, I have been working at Marketing and Purchasing Department as a senior purchase administrator for ***B&K Bigwheel Arts & Crafts Co. Pty Ltd*** Company which located in Huntingdale. It is export and import Homeware Company. I’m in charge of international customer and local customer, close liaison with clients and suppliers including create written quotes and orders with them and maintaining purchase order. And answering incoming calls and assisting callers with general, products, service enquiries.

Also my responsibility involved in booking freight with freight forwarder, we mainly use three freight forwarder which are ETA freight, Mega freight and DHL via air freight and sea freight for overseas shipment. Besides, I assist in the preparation if weekly and monthly reports using Micro software office to my manger and compile invoice information for Accounts using MYOB system. It’s been fantastic experience from this job; I possess strong customer service skills, strong administrative duty and good interpersonal skills, including provide clear and constructive advice to clients from a diverse background.

Between March 2013 to Now, I am working at ***Staralum (Melbourne) Pty Ltd*** which is aluminium company, my responsibility is communicating with oversea and local suppliers and dealing with general purchasing duties including filing, quoting orders, emailing customers and assisting with marketing material, plus data entry, update and provide weekly inventory report for general manager, creating orders with suppliers and chasing the purchase orders accordingly. Also, I was assisting with sales team to deal with any quality issues and new products development especially for Aluminium profile. The positions mentioned above have highlighted the importance of providing high quality customer service, utilising exceptional interpersonal, verbal and written communication skills to deal effectively with individuals at all levels, building strong business relationships, and acting with professionalism at all times. As a result, the work I have delivered has been of exemplary quality, and over the years I have been praised and commended by general management. Furthermore, I am proficient in the use of MS Office Suite, Quickbooks, SAP system, Email and Internet Explorer.

Building strong personal and business relationships is one of my biggest strengths, as I am a grounded and warm person, who can communicate effectively with individuals at all levels. I am committed to fostering a positive team environment, through the open exchange of information and showing respect to my colleagues. My pursuit for excellence and proactive nature has always motivated me to seek alternate ways to build and improve on current processes and procedures, for the ultimate success of the organisation I am working for. The position that you are advertising is of great appeal to me, as I believe it would allow me to achieve my career aspirations, and provide me with the job satisfaction I am looking for. In return, my skills, abilities and personal attributes would be a major asset to your company and, therefore, I believe I would be an ideal candidate to succeed in this position.

Thank you for taking the time to consider my application, and I look forward to a response at your earliest convenience.

Kind Regards,

Terrence Li