Bhumin Nandani M. 0452389019

E. bhuminnandani@yahoo.com

**Reference: Purchasing Coordinator**

Dear Sir/Madam,

I am a recent graduate from La Trobe University and did Masters of International Business. As previous work experience worked in Pegasus Wings- International Courier & Cargo. In the process of working with the company gained an opportunity to step myself into the Import and Export that is logistics and supply chain management. Trading with different people from different country and survey of products which are going to be exported or imported.

This experience helped me to enhance my critical analysis skills, negotiation with the client, working as a team, stock or inventory management, and knowing requirements of customers, maintain data and understanding the business requirements. Difficulties during the work helps me learn more and develop myself towards current technology. Along with this I did marketing under Victorian government of free replacement from halogen down lights to Led down lights which teaches me to boost my skills of managing the team, improvement in leadership qualities, negotiating with customers. It also developed my communication skills, team management and managing and preparing the invoices. Even I have worked in Second car business in my home country. I have learnt that how to explain the features of car, Bargaining, what all documents are required and many more things. Got the best sales person award in the business.

I firmly agree to use the best of my skills for the company's growth and look forward to learn more and develop new skills in logistics.

Thank you for your time and I look forward to hearing from you soon.