

**XXXXXXXXXXXXXXXXXX**

**Contact:** +91-XXXXXXXXXXXXXXXXXXXX ~ **E-Mail:** XXXXXXXXXXXXXXXXXXXX

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Date (*mention date of application; e.g.; 12<sup>th</sup> July 2014*)

Contact Name (*mention name of the person this CL is addressed to*)

Company Name & Address (*mention name & address of the target company*)

Dear Mr. / Mrs. / Ms. XXX (*mention the last name*)

I am writing to express my interest for the position of XXX (*mention position*), as advertised on XXX (*mention the source; e.g.; name of the newspaper, website or a mailer*) and would like to present my resume for your review and consideration. Organizations today need strong sales & marketing leadership at the helm, to meet ever-changing business goals. As **Head - Warehouse & Logistics** at XXXXXXXXXXXXXXXXXXXX, I have led my team in **enhancing sales in WB by 600% in a short span of 3 years; merit of developing No. 1 choice among customer in Nepal and Bhutan.**

Conceiving, developing and executing strategies that drive revenues, growth, competitive market positioning, profits and shareholder value is what I do best. Throughout my career, I have successfully managed complex business functions/initiatives and achieved exceptional results, some of which include:

- **Leveraged skills** in charting out sales & marketing strategies and contributing towards enhancing business volumes & growth and achieving profitability norms
- **Incisive acumen** in maximizing organizational reach and market share through the application of robust strategies, effective pricing & excellent client relationship management
- **A strategist & implementer** with recognized proficiency in spearheading business to accomplish corporate plans and goals successfully

**An accomplished business strategist and solution-oriented manager**, I thrive in challenging, fast-paced environments where my performance directly impacts the top line. In addition, I have excellent organizational leadership and decision-making skills that can make an immediate contribution to your operations and business development.

I look forward to a favourable response and would welcome an opportunity to schedule a personal meeting in order to discuss my candidature in greater detail.

Appreciate your time and consideration.

Best Regards,

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Enclosure: Resume