

Date

To

_____ Contact Name

_____ Company Name

_____ Company Address

Subject: Request for the post of “***Assistant General Manager (SCM)***”

Dear Sir,

I am writing to express my interest in the Assistant General Manager (Supply Chain Management) position at your organization. With a robust background as an accomplished Supply Chain Manager at Akij Group, I bring a proven track record of optimizing procurement KPIs and resolving intricate shipping bottlenecks, coupled with a dedication to strategic leadership and operational excellence.

Throughout my tenure at Akij Group, I honed my expertise in import sourcing, logistics, and financial management, consistently driving cost efficiencies and ensuring seamless coordination across departments for timely deliveries and inventory optimization. My ability to foster robust supplier relationships has been pivotal in securing competitive pricing on essential materials and services, while my strategic insight has led to sustained organizational success.

I hold a Master's in Procurement & Supply Management complemented by a suite of certifications including the International Diploma in Supply Chain Management (SCM) from ITC-UNCTAD/WTO and a Professional Diploma in Procurement from CIPS, UK. These credentials underpin my commitment to excellence and innovation within the realm of supply chain management.

In my recent role as Manager of Supply Chain at Akij Group, I spearheaded the development of robust strategies that optimized procurement KPIs in quality, inventory, delivery, and cost savings. I adeptly identified and resolved shipping bottlenecks through data-driven solutions, managed commercial import sourcing, negotiated prices, and streamlined import documentation for timely consignment release.

Moreover, my tenure as Assistant Procurement Manager and Senior Procurement Officer allowed me to refine my skills in supplier relationship management, regulatory compliance, and cross-functional coordination. I consistently balanced stakeholder needs while meeting organizational goals, fostering a culture of efficiency and collaboration within my teams.

I am particularly drawn to your organization's renowned commitment to sustainable practices. Eager to leverage my expertise in strategic procurement optimization, data-driven solutions, and team leadership to contribute effectively to your esteemed organization.

I am enthusiastic about the opportunity to discuss how my skills in logistics optimization, financial & inventory management, and efficient procurement procedures align with the goals and vision of your organization. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely yours,

Md. Rabiul Islam