

Raj Patel

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January 28th, 2019

Jeff Robert
General Manager
Shell
1896 E Hastings St
Vancouver, BC V5L 1T2

Re: Job Application for Manager post

Dear Mr. Robert,

I saw your posting for a Managerial position on workbc.ca, I look forward to submitting my resume for your review. As an experienced and motivated manager with exceptional leadership and interpersonal abilities, I am prepared to significantly contribute to achieve goals in this role.

I have worked as a business partner at Shivam Cotton Industries, Vemardi, India. My background includes directing operations, employees pay role, sale management, and customer service strategies to drive business development and enhance overall performance. By overseeing variable and fixed operations, I was able to cut operational costs. This led to an increase in staff hiring / coaching and implementing new programs and process improvements. I excel at improving profit margins, developing and evaluating employees, and realizing consistent increases in sales volume.

In addition, I possess impeccable management and relationship skills with advanced knowledge in mechanical engineering. My attention to detail and excellent management abilities ensures that I accomplish my strategic objectives by establishing plans, budgets and results to the highest possible standard. My verbal communication skills and positive attitude makes me an effective communicator with my staff, which results in more effective work force.

I look forward to the opportunity of discussing my application with you further and how I can significantly contribute to the ongoing success of your reputable company. I look forward to hearing from you in the coming weeks to schedule an interview.

Sincerely,

Raj Patel

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