JUBEK STATE

KATOR PAYAM

JEBEL RESIDENTIAL AREA

DATE: 8/9/2017

TO: SAVE THE CHILDREN

**Dear Sir/ Madam**

Ref: APLLICATION FOR THE POST OF MEDIA COMMUNICATION COORDINATOR

I’m tender in my application for the about mentioned post in your organization for the development and good progress of the organization

I’m south Sudan by nationality aged 25yrs old, holding Certificate in Basic Computer Skill, Certificate in computer Maintenance and Repair (I.T), Diploma in I.C.T and Computer Graphic Design.

**Working Experience**

10th –Dec-2015-to 10th June-2017 Working as Logistics Assistant with Lucky Friends Trading and Construction Company

**Key Duties and Responsibility**

Enter verifies and update the system’s item master, and Bills of materials

Updating key information in the database. Input & maintain item pricing in the system per vendor/customer. Maintaining Accurate material and finish goods inventory in the system.

Bill of Materials.

Audit and Bills of Materials and communication follow up on any areas of discrepancies understanding of all manufacturing processes and operation as it relates directly to Bill of Materials.

**Experience and Qualification**

Ideal candidate is highly accurate detailed oriented, and has strong follow up,

Able to handle respective tasks well as part of entry routine minimum of 2yrs experience in a Data entry capacity. (With knowledge of Inventory)

Excellent working knowledge in Microsoft Access Database, Computer literate with the ability to quickly learn new systems,

Am a flexible person with zeal to work with people so that to share knowledge and skill.

I will be grateful if my humble request and application meet your positive consideration

Thanks……………………………

Yours faithful

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