

Stock Controller Cover Letter

12789 Milo ExtensionPhungside, WV 28925-6129

Dear Dylan Schowalter,

I would like to submit my application for the stock controller opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for key project support through knowledge of systems including Microsoft Project;.

Please consider my experience and qualifications for this position:

- Experience of managing technical assets within a stores environment
- A good working knowledge of Microsoft Windows and Microsoft Office products including Word and Excel
- A good working knowledge of asset databases is preferable
- Driving licence, including forklift operator, highly desirable
- Deal sign-off, checking specifications, terms, dates, eligibilities for campaigns and accuracy of information, and also policing for resellers and general compliance to our trading standards
- Daily update of advanced registered master-list for publication of vehicles on sales Matrix
- Daily oversight of cancellations and registered not invoiced reports, chasing team members for answers in order to release vehicles back for sale and be visible to sales teams as quickly as possible
- Weekly analyses of Kerridge and CESAR stock, and the reconciliation of 'sold' status in relation to qualified live orders in order to identify and release incorrectly marked cars back for sale

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Reese Mills