

Anand

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Date: _____

Dear Hiring Manager,

I am writing to apply for the position of **Administrative Assistant – Operations**. With over **6 years of experience** across hospital administration, transport and logistics operations, inventory management, and MIS reporting, I bring strong skills in operational coordination, data accuracy, compliance support, and documentation management.

Currently, I am working with **All India Institute of Medical Sciences (AIIMS), New Delhi**, in the Department of Administration. My responsibilities include attendance and workforce management, wage sheet and invoice verification, vendor coordination, statutory compliance support (PF/ESI), audit documentation, and maintaining accurate HR and operational records. I work closely with finance teams and third-party vendors to ensure timely processing and adherence to policies and SOPs.

Previously, at **Radhakrishna Foodland Pvt. Ltd.**, I supported transport and operations activities including vehicle planning and tracking, freight and CN management, POD updates, fuel allocation, transport billing, and MIS reporting. I have also gained experience in inventory control, store operations, and stock reconciliation through my roles at Globe Pvt. Ltd. and Aaj Enterprises Pvt. Ltd.

I am proficient in MS Excel, MIS reporting, documentation, and inter-department coordination. I am detail-oriented, dependable, and capable of handling multiple operational responsibilities efficiently. I am confident that my skills and experience would allow me to contribute effectively to your organization.

I would welcome the opportunity to discuss my application further. Thank you for your time and consideration.

Sincerely,
Anand