

MICHAEL MUYEKHO,
P.O BOX 539-30100,
ELDORET

20/04/2024

TO THE HUMAN RESOURCE MANAGER,
DANVAST.

Dear Sir/Madam,

RE: APPLICATION FOR TENDER MANAGER POSITION

It is with great interest and enthusiasm that I apply for the above position as advertised on your website. I have worked as a Tender Proposal Writer where I acquired knowledge and skills in preparation and writing tender proposals. I possess the following credentials:

- Excellent communication skills
- Strong bargaining and negotiation skills
- Ability to source tender opportunities from websites, newspapers and PPIP portal.
- Ability to prepare tender proposals perfectly.i.e Request Requestst for Proposals (RFPs), Request for Quotation (RFQs), Pre-qualifications (PQs) and Expression of Interest (EOI)
- Ability to develop strategies for preparation and winning of tender bids.
- Demonstrated innovation and creativity skills at different levels.
- Strong planning and proactive skills to manage complex and multiple assignments.
- Acknowledged ability to identify and resolve problems swiftly through proper planning and management.
- Proven dedication to preserving and protecting confidential information
- Demonstrated ability to adapt, strong knowledge of products and services philosophy and be creative on improving the brand.

As a dependable and resourceful person with a strong sense of innovation and strategy, I am convinced that I can make valuable contribution to ensuring the company meets its goals and objectives.

Enclosed is my resume, which provides further details about my relevant experience and skills. I would welcome the chance to discuss my qualifications at your convenient time. Please feel free to contact me at +254727157768 or email at micky001j@gmail.com to schedule an interview.

Yours sincerely,

MICHAEL MUYEKHO WAFULA