

---

**ADRIAN WEE SAI KAI,**  
Branch Head

---

Email : [weesk86@hotmail.com](mailto:weesk86@hotmail.com)  
Phone : +6012 815 1113  
Location : Malaysia

To  
HR, Manager

Dear Manager,

As a part of multinational company & sole distribution for Toyota Material Handling International (TMHI), I bring proven success in enhancing productivity and gaining advantages when it comes to profit margin. My career span since my student time from ground backbone to a management level had enlighten me in many way.

With years of long-term management growth and achieving profitability. I seek to monitor budgets, revenue and identify areas for improvement also known for enhancing performance through technology strengthen employee hands-on & technical skills.

Example of my achievement include:

- Drove successful launch of new products through active go-to market (B2C) approach and also B2B (dealer) practice, defining product implementation, product technical training to marketing & technical team. Bring in additional 10% (\$3m) revenue and steady growth annually for the branch
- Managed branch (+regional) daily operation likes inventory control, aftersales service and technical issue support. Successfully to turn branch service department to a profit generator by post-mortem, setup new protocol and monitoring system to improve sales and customer service level.
- Completed the Solar Photo Voltaic project for Sarawak Energy Berhad HQ without any supervision from design, implementation, installation to commissioning while handling multiple projects concurrently as a freshman in the company.

As an Electrical & Electronic Engineer with leadership background in management, marketing and aftersales, I am confident I will work the team to bring greater successful to the company. I am available at your convenience and hope to hear from you soon.

Appreciated for your consideration.

Sincerely,  
Wee Sai Kai