

P.V Tharun Kumar
Proddatur, Andhra Pradesh
516360
tharunpattupogula@gmail.com

19, December, 2024,

UPES ON

Dehradun, Uttarakhand,

Sub: Experience letter - Operations Manager at JRGK Cement Bricks Industries.

Dear Sir/Maam,

I am writing to provide an experience letter confirming my role as an Operations Manager at JRGK Cement Bricks Industries. This is family owned business was established in 2021, and I have been actively contributing to its operations for past two years. In my role, I have been responsible for overseeing day to day operations and ensuring efficiency across all departments. Below are some of the key responsibilities I have taken.

- (i) Production Management: Supervising the manufacturing process to ensure the timely production of high-quality cement bricks.
- (ii) Supply Chain Coordination: Managing Procurement, inventory, & logistics to maintain a seamless supply chain.
- (iii) Quality Control: Implementing quality standards & conducting regular inspections to meet industry requirements.
- (iv) Client Relations: Handling client inquiries, managing orders, and ensuring customer satisfaction.

This role has allowed me to develop strong leadership, problem-solving & organisational skills while gaining significant insights into managing a small to medium-scale enterprise in a competitive market.

Thank you for considering this letter as part of my application.

Sincerely,

Pattupogula Venkata Tharun Kumar.