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To Whom it may concern,

I wish to apply for the position within Finance – Compliance Management Executive, as advertised on your company website. Please find enclosed my CV for your consideration.

I feel that my current role as Group Quality and Asset Manager for NRG Fleet Services would lend itself very favourably to Singapore Airlines. NRG Fleet Services Limited has a combined turnover of over £110 million and is made up of four companies, Riverside Truck Rental (RTR), Direct Tyre Management (DTM), Tyreforce and Alex Inglis. On taking up my current role, I was tasked with transitioning DTM to ISO 9001:2015 from the ISO 9001:2008 standard. We were the first company within our sector to achieve this and we did so three months ahead of schedule. I am currently overseeing the roll out of the same standard for RTR at Head Office and its 18 workshops. During the implementation stage of ISO 9001:2015, I have formed focus groups, liaised with people from every aspect of the business from directors to call handlers to vehicle technicians, allowing me to formally document and stream line operating processes. I have also carried out numerous site audits in relation to this and standardised documentation.

Every month I submit a board report whereby I include a review of Key Performance Indicators from across the business and currently oversee the complaints reporting and logging process.

I believe that through my skills and experience I would add significant value to a fantastic business, through improved communication, improved transparency of internal / external best business practises and improved productivity through employee participation from the ground up to accompany continual improvement through process review.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours faithfully,

John Hinks