

Dear Hiring Manager,

I am writing to express my interest in the position of **Assistant Manager – Documentary Credits (ID: 007)**, as advertised. With over vast experience in Trade Finance, including supervisory responsibilities and a deep understanding of UCP 600, ISBP, URDG, and Incoterms 2020, I am confident in my ability to contribute effectively to your team and support the department's operational and leadership needs.

In my most recent role as a Manager Trade Finance, I have consistently demonstrated strong technical expertise in issuing and advising letters of credit, reviewing documentation with precision, and ensuring compliance with relevant policies and regulatory standards. My ability to independently perform third-level document checks, combined with a meticulous attention to detail, has supported high-quality service delivery and risk management in fast-paced environments.

As a natural mentor and team player, I have successfully trained junior staff and developed structured onboarding and development plans, resulting in improved departmental performance and reduced error rates. I am particularly drawn to the training and leadership aspects of this role and am eager to implement a robust training framework that supports both operational efficiency and staff development.

I am enthusiastic about the opportunity to work within a reputable institution that values both technical proficiency and strong team leadership. I am available to work the required hybrid schedule and hold full eligibility to work in the UK.

Thank you for considering my application. I would welcome the opportunity to discuss how my background and skills align with your department's goals. I look forward to the possibility of contributing to your continued success.

Yours sincerely,

Rahul Gupta

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