

To Whom It May Concern

You are receiving this letter and résumé regarding the position of *“Accounts and Finance professional”*. You must have received large number of applications for this job; however, this letter’s objective is not to seek a mere job rather, this letter is an expression of intense desire to add value, bring efficiencies and productivity for the organization. Here is how I could contribute:

1. As a certified & experienced finance & accounting professional, I am highly able to utilize my talent for finance and account development, inclusions & engagement reports. I hold expertise in establishing & monitoring implementation of accounting procedures & streamlining reporting processes to ensure and facilitate revenue enhancement & growth
2. Being a competent finance professional, I have outstanding ability to direct a wide range of functional and operational accounts management tasks, financial analysis & auditing
3. I possess strong critical thinking, analytical and organizational skills including cross-cultural intelligence & global mindset; I am all set to lead teams to create synergy and minimize friction
4. As a resourceful, versatile and motivated professional with extensive exposure, I possess excellent analytical, communication, problem-solving and planning skills with demonstrated ability to supervise corporate financials along with expertise to optimize departmental efficiency and productivity

My enclosed résumé provides you more details of my qualification. You will find me available at my cell number +973-33226005 to decide about meeting and gauge my compatibility with your organization.

Looking *forward* to meeting you!

Sincerely,

Farrukh Maqbool
Finance & Accounting Professional
3322 6005