

SHABBIR AHMED MOHD MOIN

Flat No. 3, Building No. 519, Road No. 216, Block No. 102, Hidd, Kingdom of Bahrain
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Date _____

Dear Sir / Madam,

With great willingness, I am applying for the position of an assistant accountant in your company. I believe that my education, skill-set and experience make me a suitable candidate for accountant vacancy.

I am a highly organized and self-driven individual, passionate about developing my career in the field of Accounts. My commitment can be gauged from the fact that I am holder of a B.com degree with major of accounts and having diploma in tally ERP 9.

Possessing more than 8 years of experience of working as an assistant accountant position with multiple companies. As an Accountant, I am an accomplished communicator, with excellent organizational decision making, time management skills and regularly surpassing demanding performance goals.

Proactive, innovative and highly influential, I am seeking a challenging job which enhance skills and growth for the organization.

Sincerely

SHABBIR AHMED