

Dear Sir/Madam,

Kindly permit me to submit my application for the position of Accountant in your esteemed organization.

I am working for Clean & Pest Links W.L.L & Al Sherooqi Services (Both are under same management), Manama, Kingdom of Bahrain and designated as Senior Accounts Executive and Head of the department. Before getting this job, I was working as a Branch Manager of Wholesale Distribution point of ITC Ltd. in Kerala, India. I have more than 14 years of experience in different firms.

Please find attached my Curriculum Vitae which I hope would enable you to decide on the suitability of my candidature. In each of my previous job experiences, I have performed my assignments with a degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

Please let me know if you require any further information. I look forward to your favorable revert.

I am available for an interview at any time convenient to you. But is requested to be notified one day in advance.

Yours sincerely,

Jinto K Joseph
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