

Dorcas Fernandes

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Dear Sir,

I am writing to express my interest in the Accountant/ HR position. With several years of experience in finance, administration, and HR, I believe my skills and expertise align perfectly for this role.

In my current role as an Admin/Accountant at **Auriga Ideas & Insights**, I handle a variety of key responsibilities, including managing petty cash, processing payments, overseeing payroll, preparing financial statements, and ensuring compliance with VAT return processes. I also coordinate external audits for our group companies. My experience in overseeing these financial and administrative tasks has equipped me with the ability to manage multiple priorities of my work.

Additionally, I also contribute as a **Club Admin (Part-time)** at the Rotary Club of Manama, where I manage petty cash, prepare reports, handle membership dues, and maintain meeting logistics. This position has enhanced my organizational and communication skills, making me adept at managing both financial and administrative tasks.

I am committed and quick to learn. My ability to adapt to different responsibilities and environments, coupled with my dedication and strong work ethic, has enabled me to consistently add value to my current organization. I am confident that my skills and experience will allow me to contribute positively to your company as well.

I would welcome the opportunity to discuss my qualifications further and how I can contribute to your team. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Dorcas Fernandes