

# BENJAMIN NDOWAH DABOSE

Arad, Bahrain

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5 Lines Food  
Building38, Road4205, Block 242, Muharraq Governorate 0242  
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## RE: Junior Accountant

Dear Hiring Manager,

I am excited to apply for the position of Accounting Assistant at your esteemed organization. My name is Benjamin Ndowah Dabose, and I have four years of professional experience in accounting. I most recently held the position of Junior Accountant at 5 Lines Food company, where I honed my skills in managing accounting operations, financial reporting and bookkeeping.

As a Junior Accountant, I was responsible for managing the daily accounting operations of the company including preparing journal entries, tracking financial transactions and reconciling accounts. Additionally, I was tasked with preparing monthly financial reports that provided insights into the company's financial performance. Through this experience, I gained invaluable expertise in managing accounting operations and financial reporting.

Furthermore, I was entrusted to execute bookkeeping duties such as maintaining accurate financial records and preparing timely financial statements. This experience enhanced my bookkeeping skills, which will be useful in the role of Accounting Assistant.

As a Junior Accountant, I will utilize my management expertise to prioritize tasks and ensure that all accounting duties are completed within the set deadline. My decision-making and critical thinking skills will enable me to analyze financial information and recommend effective solutions to financial challenges.

In summary, my hands-on experience in managing accounting operations, financial reporting and bookkeeping, coupled with my strengths in management, decision-making and critical thinking, make me a suitable candidate for the Junior Accountant or Accounting Assistant position.

Thank you for considering my application. I look forward to discussing the opportunity in further detail.

Sincerely,

BENJAMIN NDOWAH DABOSE