

Hafiz Muhammad Rashid Nawaz

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HR Manager

Manama, Bahrain

Subject: Application for the Post of Manager – Accounts / Sr. Accountant

Dear Sir/Madam,

I am writing to express my interest in your esteemed organization. With a Master's degree in Finance & Accounts (MBA) and more than 7 years of hands-on experience in accounting operations, reporting, maintaining accuracy, enhancing process efficiency, and ensuring compliance with regulatory standards — all of which are essential for this role.

In my previous roles, including as an Accountant at MAXWAX W.L.L and Accounts Manager at DASCAN Construction Company, I was responsible for full-cycle accounting, including general ledger, bank reconciliations, accounts payable and receivable, payroll, and financial statement preparation. My work contributed to improved month-end close timelines, audit readiness, and better cost control.

I am proficient in modern accounting systems such as QuickBooks, Tally Prime, Xero, Vyapar, ZohoBooks, Bookkeeper and highly skilled in MS Excel and Power Query for financial analysis and reporting. My ability to manage high-volume transactions, develop internal controls, and lead finance teams has helped deliver consistent results aligned with business goals.

I am highly organized, dependable, and dedicated to continuous professional growth. I thrive in fast-paced environments and am confident that my experience and commitment to excellence can make a meaningful contribution to your finance team.

I would appreciate the opportunity to further discuss how my qualifications match your needs. Thank you for your time and consideration.

Sincerely,

Hafiz Muhammad Rashid Nawaz