

Hamza Qaiser

Junior Accountant

Dear Hiring Manager,

I am writing to express my interest in the Junior Accountant position at your organization. With a strong academic background in Accounting and Finance and hands-on experience in bookkeeping, financial reporting, and accounts management, I am confident in my ability to contribute effectively to your finance team.


I hold a Bachelor of Business Administration in Accounting & Finance from the University of Sargodha and have practical experience working as a Junior Accountant and Accountant in both Pakistan and the UAE. In my recent roles, I managed accounts payable and receivable, prepared monthly financial statements, reconciled bank accounts, supported payroll processing, and maintained accurate financial records using accounting software. I have also assisted with audits and compliance reviews, ensuring proper documentation and accuracy.

My experience at Express Petroleum in Ajman and The World College in Punjab strengthened my attention to detail, analytical skills, and ability to work collaboratively with cross-functional teams to resolve financial discrepancies and improve cash flow management. I am highly organized, service-focused, and capable of managing multiple tasks while meeting deadlines.

I am eager to bring my accounting knowledge, strong work ethic, and commitment to accuracy to your organization. I would welcome the opportunity to further discuss how my skills and experience align with your requirements.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Yours sincerely,
Hamza Qaiser

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