Abdul Hafeez

House 58, Road 302, Block 103,

Alhidd, Muharraq, Bahrain

Phone: +973 381 478 218

Email: abdulhafeezbaloch@gmail.com

Dear Sir/Madam,

I am a hard-working candidate with the purpose to work in an estimated organization in an administrative position. The professional experience and education in accountancy and finance enable me to apply for any relevant opening in any national or international organization of good repute.

I worked as an accountant in National Rural Support Programme (NRSP) where I was responsible for maintaining accounting records of payrolls, petty cash management, procurement and inventory management, micro-credit management, and reconciliation of miscellaneous heads of accounts.

I also had been honoured a vital role in the Micro Credit Scheme, a flagship programme of NRSP, where I used to assess the credit applications. During my contract, we had a record loan recovery rate of 98 per cent.

Adaptability, capacity to work in team, adequate communication skills, know-how of computer technology, and aptitude to meet the deadlines are hallmarks of my candidacy. Besides, international working experience enables me to bring diversity in the working environment.

I also have required education qualification as I hold a bachelor degree in finance. My theoretical understanding of subject matter can be reflected in the accounting and finance courses and projects that I undertook during my studies.

I will be happy to provide further details of my professional experience and educational information in a personal interview.

I am confident that my work experience and knowledge in the field of accounting and finance will turn productive for your organization. My detailed C.V. is attached to this letter.

Sincere Regards,

Abdul Hafeez