

Dear HRD,

My name is Waleed Khawaja I am working in Quality House Consultancy (QHC) as Education Consultant; I had worked various companies in different positions as evident in the CV.

My major strength is my approach that is friendly, smart and fast yet accurate in every aspect of life. I'm a hard-working person, yet flexible and able to work under pressure. I am capable of working independently within a team. I enjoy meeting new individuals and feel comfortable in communicating with them.

As evident from my CV, I have completed **B.S.C. in Finance & Accounts** from Kingdom University in December 2011. In addition to that I have also achieved **Intermediate level Certification in Association Accountancy Technician (AAT)**. Moreover, I am in a process of pursuing **ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB)** which is an internationally recognized certificate that teaches essential knowledge in business, finance and accounting.

I find myself confident to make a contribution to that reservoir if I have a chance to join that talented pool. I have also enclosed here with my curriculum vitae, which exhibits my academic career and the relevant experience.

I hope to become a valuable employee and hope to be in a role that is challenging and at the same time enables me to make an effective contribution to the organization.

I appreciate the time spared by you in pursuing my application and assure you that once given an opportunity, I shall perform to my optimum abilities.