**APPLICATION FOR THE POSSITION OF ACCOUNTANT ASSISTANT/ DATA ENTRY/**

**SALES / ANY JOB**

**Dear Sir**,

I am writing to apply for the post of accountant assistant/data entry/any job. My credentials and interests match your requirements and I am eager to apply for the position.

I have four years’ experience in Bahrain as an Accountant assistant cum Sales man. During this time I have equipped myself with all accounting functions which include accounts payable, accounts receivable billing providing administrative support to management, Sales responsibilities and Customer relationship. I have Bahrain driving license also. As the addition to my experience I have strong aptitude with Tally ERP9, Sage 50 and MS Office packages like Word, Excel and power point. I enclose my resume for your review.

I am looking out for new opportunities in the same field. I am prepared to called up for an interview by the company at any time convenient. I hope that my application will receive a favorable replay from you. Thank you for your time and consideration.

**With Regards,**

**Rajeesh K.K**

Enclosures:

1. Resume – myresume.doc