

COVERING LETTER

KAMRAN SHAIKH

Dear Sir/Madam

This letter is to introduce myself for an appropriate position available in “Audit & Assurance / Internal Audit / Finance & Accounts / Sales & Commercial” department of your organization. My diversified and in-depth Professional more than 14 years of working experience at following international organizations has enabled me to present myself as a professional candidate for the suitable position in your organization. I worked with organizations are listed below:

1. **Lulu Tourism Company B.S.C – Bahrain – Currently working as Corporate Revenue Manager** since 11th July 2017.
2. **MAZARS (Chartered Accountants) BAHRAIN - worked as Assistant Manager** from 3rd December 2016 to 30 June 2017.
3. **SCP Ramzi Et Melaku Djibouti**, Audit, Tax, Advisory (Partnership firm between Grant Thornton Yemen & Grant Thornton Ethiopia) – worked as Audit Manager (since March 2015 to 30 November 2016)
4. **Grant Thornton Mozambique** (a member firm of Grant Thornton International-GTI) **worked as Audit Manager** (since September 2009 to February 2015)
5. **Grant Thornton Pakistan** (a member firm of **Grant Thornton International - GTI**) **as Audit Senior** (since 2004 to August 2009)

Being **ACPA** – (Associate of the Certified Public Accountants Association-UK), **ACCA – UK, Part qualified**, Certificate in International Auditing (**CertIA**) from **ACCA-UK, Certified Financial Consultant (CFC) - Canada, and Master of Commerce (M.com – Pakistan)**, with unique working exposure, I have been consistently providing professional services at the firms that proves my determination and demonstrates my unyielding commitment to work hard for the accomplishment of my goals. I offer a good blend of professional experience, requisite knowledge and skills to become a vital member of your organization.

Having worked in **Lulu Tourism Company (Real Estate Business) – Bahrain, Mazars Bahrain, Djibouti, Grant Thornton Mozambique and Grant Thornton Pakistan**, I got an opportunity of being involved in **statutory audits & accounting services, review engagements, compilation, Agreed upon procedures & internal audit assignments** in various sectors of economy. This exposure to a wide spectrum of clients with a variety of work experience has provided me with an in-depth view of the key business processes, risk management procedures, accounting and internal control systems, corporate governance and regulatory as well as accounting framework for a range of industries. Moreover, it has enriched me professionally and equipped me with the traits needed to deal with a variety of situations in an innovative, effective and efficient manner.

I am looking for a career opportunity that is commensurate with my skills and qualification and that can provide me with a competitive working environment coupled with the opportunity for career growth at the organization.

I would welcome an opportunity to discuss further about how I can become a vital part of the core human capital of your organization.

Kind Regards,

Kamran Shaikh