

Dear Sir,

Good day...

With great willingness, I am applying for the position of Accountant . I believe that my education, skill-set, and experience make me a suitable candidate for this vacancy.

I am a highly organized and self-driven individual, passionate about developing my career in the field of Accounting and Operations. I am a holder of a M'com Master degree with finance as specialization from M.G University, Kottayam, India.

Possessing more than 4 years of experience of working in diverse financial positions, I have gained an extensive insight within this field. My key competencies include, but are not limited to, maintaining financial records, managing budgets, Costing and inventory control, Correspondence and coordination with local shipping agents and foreign clients to facilitate the import of various materials from abroad, excellent communication and interpersonal skills.

In my current position with Al-Kobaisi Group where I work in the capacity of divisional accountant, I am responsible for carrying out a wide range of commercial processes and accounting in my assigned division independently. During the course of my career, I have gained a good understanding of financial instruments and accounting software like Tally ERP9 and Orion(Oracle based Accounting software).

I am seeking a challenging and self-learning position, which is why I was naturally drawn to this exciting opportunity.

Please find enclosed updated resume along with a covering letter for your kind perusal.

Yours sincerely,

TANIA ANISH

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