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The Head of Human Resources,
Vaell Ltd,
P. O. Box 497 –00200,
Nairobi.

Dear Sir/Madam,

RE: APPLICATION FOR THE POSITION OF AN ACCOUNTANT:

As a highly skilled Financial Accountant, I read your posting for a new Accountant with interest. My experience aligns well with the qualifications you are seeking, in particular my role as an Accountant at Liquid Telecom, I am certain I would make a valuable addition to your organization. I'm a Kenyan Citizen, a holder of Bachelor of Commerce major in Finance (2nd Upper Division) and a Certified Public Accountant (CPA).

Having completed my course in the relevant field, spent over 4 years working experience I consider myself suitable for the position.

I have excellent verbal, writing and reading skills which if given this opportunity I will be able to communicate with all the departments to gather information needed to ensure effective running of the organization.

My work experience covers areas such as; Preparation of monthly financial reports and Assessing its compliance with accounting standards, collection of company revenues, billing and sending of monthly invoices, making monthly tax returns, reconciliation of customers' accounts, reconciliation and making payments to suppliers, preparation of business proposals, reconciliations (bank and cash book), petty cash management, budget preparation, Payroll management, Preparation of monthly management accounts, financial planning and management, maintaining accurate Records of all financial transactions such as payment voucher receipts.

My availability is one week after being successful and current salary Ksh.55, 000 and expected salary is Ksh.65, 000.

Please review my attached resume for additional details regarding my expertise and abilities.

Thank you for your time and consideration.

Sincerely,
Joshua Kipruto Ngetich