Faith Jelimo

P.O. Box 220-20105

**Mogotio.**

**0725735763**

3rd January,2018

To

*Duma Works*

**Dear Sir/Madam,**

**RE: THE POSITION OF JUNIOR ACCOUNTANT**

I am submitting this application in answer to the above position advertised by your organization to provide you with an overview of my qualifications and training. I am a certified public accountant graduate and a holder of a Bachelor’s in Commerce - Finance.

Currently I am a Teller/Cashier at Boresha Sacco Society ltd. My current duties involves; Transaction Processing; Processing customer transaction on real time basis i.e Withdrawal and deposits**,** Petty cash cashier, Agency banking e.g M-pesa services, Ensuring high standards of customers service, Sale of bankers cheques to customers, Receiving and depositing of customer cheques, Custodian of cash out of treasury, Reconciliation of cash at the end of the day. I have also gained experience in all areas of accounting, including taxation business advisory, financial foreign Exchange and business management and administration. Along with the necessary skills stated, I am a motivated and enthusiastic professional with impeccable written and verbal communication skills, good leadership and team-building abilities. Additionally, I’m competent in various accounting packages including; Fine-xtreme, QuickBooks, Sage and Pastel.

I am now actively seeking a progressive position where I can utilize the extensive knowledge gained from my academic accreditation coupled with my significant experience in financial services administration. I believe the vacancy in the finance department at your organization would provide such an opportunity.

I know I have all the prerequisites to deliver success and bring value-add to your expanding Institution. Thank you for taking the time to consider my application and I look forward to meeting with you to discuss the position further.

Sincerely,

Faith Jelimo