

**Dear Hiring Manager,**

I am excited to apply for current job openings in your company that align with my experience in finance, HR, and administration. With over six years of experience in HR, finance, and administration, I bring a well-rounded background, strong attention to detail, and a passion for continuous learning.

I handled full-spectrum finance, HR, and admin operations, including financial reporting, budgeting, payroll, recruitment process, training plans, and vendor management. I have undergone professional job training in Singapore gaining hands-on knowledge in CPF, GST, audit prep, and SFRS. I stay up to date with Singapore's working culture, rules, and regulations through self-learning. I passed 11 subjects with distinction and earned an Associateship Diploma from the Insurance Institute of India within two years. Currently, I'm studying ACCA Part 1, Chinese language, and HR and admin courses on LinkedIn and Coursera to continue growing professionally.

Thank you for considering my application. I am available for an interview at your earliest convenience and look forward to the opportunity to contribute to your team.

Yours sincerely,

**Chit Su Myat Noe @ Cassy**

+65 8137 4876

[csmyatnoe98@gmail.com](mailto:csmyatnoe98@gmail.com)