

Dear Hiring Manager,

With great willingness and enthusiasm, I am applying for the position of an Accountant which was recently advertised on some social media platform.

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 as a Corporate Accountant. My commitment can be gauged from the fact that I am an accredited holder of Higher National Diploma (HND) in Accountancy from The Polytechnic, Ibadan Oyo State. I am a member of Association of Accounting Technician (AAT). I performed my NYSC at Taraba State, Nigeria where I was responsible to tutor and impact learning to pupils in the elementary level.

My key competencies include, but are not limited to, maintaining financial records, managing budgets, risk assessments, loan advancement and monitoring, payroll maintenance and business strategy reviews.

In my position with Aunt's Ayo comprehensive high school where I work as the Account and Book keeping tutor, I am responsible for impacting knowledge of Account to commercial student and book keeping for all other students as a trade course. My accomplishment was the WAEC and NECO 2017 where they all have good and excellent result in both subjects

As a certified Accountant, I am an accomplished communicator, with excellent organizational, decision making, and time management skills and have a proven track record of consistently meeting and regularly surpassing demanding performance goals.

Proactive, innovative and highly influential, I am seeking a challenging but rewarding position, which is why I was naturally drawn to this exciting opportunity.

Yours Faithfully,

Aleem Rasheed A

