**Pradhum Niroula**

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September 28, 2024

**Mr. Jeff Bennett**Talent Acquisition Senior Manager, Deloitte LLP  
1001 Woodward,  
MI, 48226-1904

Dear Sir,

[Your Name]  
[Your Phone Number] | [Your Email] | [Your LinkedIn Profile URL]

[Date]

NIKE, Inc.  
19501 Biscayne Blvd  
Aventura, Florida 33180  
United States

\*\*Subject: Application for Accounting Admin Position – Aventura (Job ID: R56056)\*\*

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Accounting Admin position at the NIKE Aventura store, as advertised on your careers website (Job ID: R56056). With my proven experience in data analysis, process improvement, and customer service, combined with my strong organizational skills and proficiency in Microsoft Office Suite, I am confident I can make a significant contribution to your team.

My background includes a blend of operational and analytical roles. As a Lean Intern at Forgotten Harvest, I streamlined processes, reduced operational errors by 15%, and decreased delivery times by 15% through Value Stream Mapping. I also digitized processes, leading to a 25% reduction in administrative overhead. These experiences have honed my ability to identify inefficiencies, implement solutions, and achieve measurable results – skills that directly align with the responsibilities of the Accounting Admin role.

Furthermore, my experience as a Management Trainee at Niroula Enterprise involved compiling and analyzing client data, which led to a 40% increase in customer satisfaction. I also managed customer feedback, driving strategic improvements that increased repeat business by 25%. This demonstrates my ability to handle sensitive data, derive actionable insights, and contribute to a positive customer experience, all of which are crucial for success in this position.

While my resume highlights my professional experience, my academic projects, such as the "Gen-AI Driven Cover Letter and Cold Email Generator," showcase my proactive approach to leveraging technology for efficiency. My "CryptoInsights" project further demonstrates my ability to automate data retrieval and visualize insights, resulting in 30% faster decision-making. These projects, along with my skills in SQL, Tableau, and Power BI, demonstrate my ability to quickly learn and adapt to new technologies, as required in the job description.

I am particularly drawn to NIKE's commitment to innovation and its culture of teamwork and achievement. I am eager to contribute my skills and passion to a dynamic and constantly evolving environment. My flexibility to work nights, weekends, and holidays, as well as my strong customer service skills and attention to detail, make me a well-suited candidate for this role.

Thank you for your time and consideration. I am excited about the opportunity to discuss how my skills and experience can benefit NIKE.

Sincerely,

Pradhum Niroula

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Pradhum Niroula