Mausami Kapadia

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(647) 808 8374

November 24, 2020

Simply Green Home Services

2225 Sheppard Ave E

Suite 800

North York, ON

M2J 5C2

Attention: Human Resource Department

Subject: Collections Specialist

Please accept this cover letter and enclosed resume for the position of a Collections Specialist within your organization. I sincerely believe that my education and qualifications of Bachelor of Arts, Bachelor of Law, Windows environment with the ability to control many programs such as MS Office, MS Dynamics NAV 2009 and AS 400 will be of interest to you. Also, my experience in Customer Service, Accounts Receivable Clerk & Office Administrator will be a strong asset for this role.

I am seeking this position because it will allow me to use my accounts receivable, Invoicing clerk and office administrator skills, knowledge and experience gained at Ecom Food Industries Corporation and TFI Foods. I have been responsible for a wide range of receivables, office administrator and customer service tasks such as ensuring overdue payments are received, recommending future course of actions for overdue accounts, preparation of receivable reports and statements, answer correspondence as well as maintain records.

I am a self-directed, self-motivated, and proactive individual. My organizational skills, strong computer knowledge and the ability to work in a team environment are my strongest assets. These traits combined with my experience and education would make me a good candidate for this position.

I would appreciate the opportunity to meet with you to discuss my qualifications in further detail. I can be reached at your convenience at (647) 808 8374.

Thank you for your consideration

Regards,

Mausami Kapadia

Enc. Resume.