**Himanshi Chauhan**

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**22-Aug-2025**

**Hiring Manager**

GIZ Germany

Subject: Application for Entry-Level HR Executive Position

Dear Hiring Manager,

I am writing to express my interest in the Accountant position at your esteemed organization. With a Bachelor’s degree in commerce and hands-on experience in financial operations, I bring a solid foundation in accounting principles, along with proficiency in Tally ERP 9, GST compliance, and financial reporting.

During my tenure at **Guru Maa Enterprises Pvt. Ltd.** and **Chandra Traders Showroom**, I streamlined billing processes, ensured accurate recordkeeping, and improved data integrity by over 50%. My attention to detail, combined with practical expertise in Tally and Excel, enables me to manage accounts with accuracy and efficiency.

I am confident that my skill set and dedication to maintaining high standards in financial management will add value to your finance team. I am eager to contribute to your organization and grow further in a challenging, professional environment.

Thank you for considering my application. I welcome the chance to further discuss how I can support your HR initiatives.

Warm regards,  
 **Himanshi Chauhan**