

Director, Human Resource,
Beyond The Savannah,
Nairobi, Kenya
Email: info@beyondthesavannah.co.ke

13th September, 2025

Attn. Director Human Resource Officer

Dear Sir/Madam,

I am writing to express my interest in the Sales Development Representatives position at your company as advertised. With a solid background in accounting and administrative experience, I bring unique combination of financial acumen and organizational expertise that aligns well with the demands of this role

In my current role, I manage financial operations, budgeting and reporting. Over the years, I have assumed key administrative responsibilities including office management, procurement coordination, policy implementation and team supervision. This dual experience has strengthened my ability to manage cross functional tasks efficiently and contribute to both the financial and operational health of an organization.

I am highly proficient in tools such as ERP Systems, Ms Office Suite and various accounting Software which enhances my ability to maintain accurate records, Oversee office procedures and support senior management effectively.

Key achievements in my current position include:

- Reduced operational expenses through improved budgeting and expense tracking processes
- Building and maintaining strong client relationships
- Successfully contributing to settlement of pending bills
- Successfully contributed to transparency and accountability in revenue collection
- Developed and enforced new office policies reducing employee related issues and improving workflow compliance
- Developed monthly management reports that combined financial and administrative data for better decision making

I am particularly drawn to your firm due to its values, commitment to financial, administrative integrity, community support and career growth prospects. I am excited about the possibility of contributing to corporate projects and initiatives for your team's success.

I look forward to the opportunity to discuss how my skills and experiences align with the needs of your organization. Thank you for considering my application.

Sincerely,

Diana Musamali

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