

Catherine Wanjiru Njoroge

Accounting And Finance Professional Professional Skilled In Resource Management Skilled In Customer Service



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RE: Assistant Manager- Agribusiness

Dear Director of Human Resources,

As an experienced Assistant Accountant, the advertisement for assistant manager-accounts with kcb bank sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to KCB Bank. In my Assistant Accountant role, I honed my abilities in bank reconciliation and recording keeping providing a firm foundation for the Assistant Manager position. My customer service, people-centric nature, and compassion have afforded me excellent communication skills.

I am excited to contribute my talents and proficiency in organization toward your team efforts. As an engaging communicator with a proven track record in book keeping, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Assistant Manager role.

Thank you for your time and consideration of my candidacy.

Sincerely,
Catherine Wanjiru Njoroge