

U.F. Farha,  
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08.01.2025

Mr.KVMP DSSANAYAKAE

Hiring Manager  
Print Xcel PVT.LTD,  
No 478 Maradana Road Colombo10 ,  
Sri Lanka

Dear Mr. KVMP Dissanayake

I am Excited to Apply for The Accountant Position at Print Xcel Pvt. Ltd. I Have a Background in Bookkeeping, Financial Analysis, And I am Confident I Can Contribute to Your team.

In My Previous Experience at Diamond Medical Centre and I Managed Financial Records. This Resulted in Improved Efficiency and Accurate Reporting. I am Skilled in Quick Books and Microsoft Excel, Which I Believe Will Be Use Full For this Role. I Admire Print Xcel Pvt.Ltd for Its Commitment to Excellence. I Would Be Happy to Bring Y Skills and Dedication to Help Your Company Succeed

Thank you For Considering My Application I Would Love the Opportunity to Discuss My Qualification Further in An Interview. You Can Reach Me @ 07797348888 Or [Farhaunithen2003@Gmail.Com](mailto:Farhaunithen2003@Gmail.Com)

Sincerely,  
Farha Unaitheen



profile

## **Unaitheen Fathima Farha**

22years old

DOB- 01.08.2003

Batticaloa

Sri Lanka

### **contact**

[unaitheenfarha2003@gmail.com](mailto:unaitheenfarha2003@gmail.com)

[0779734888](tel:0779734888)

Reading books

Gardening

# ACCOUNTANT

## **EDUCATION**

BT/BC/Bathriya vidyalaya

2009.01.26 – 2019.12.31

I am worked as a prefect two years, GCE Ordinary Level: 7A's, 2B's,

Proficient in Microsoft Office and basic programming (Python),

Excellent communication and teamwork abilities.

Kattankudy central college (National school)

2020.01.16 – 2022.10.31

Achieving high marks in subjects, GCE Advanced level: 3B's, winning

public speaking competitions and winning second place in a regional

public speaking contest.

## **WORK EXPERIENCE**

Diamond Medical Centre (Accountant)

2022.02.6–2023.04.18

Working with accounting software like Quick books and MS Excel.

Prepared monthly financial statements and ensured 100% accuracy in

reporting and collaborating with other departments such as sales, to

reconcile accounts.

## **SKILLS**

Reading -100%

Writing -100%

Public speaking skills -95%

Communication skills -100%

Ability languages- English, Sinhala & Tamil

*DEAR MR. KVMPP DISSANAYAKE,*

Thank you for considering my application for the accountant at Print Xcel PVT.LTD.I appreciate the time you took to look over my resume and cover letter.

I am really excited about the chance to use my skills and experience at Print Xcel PVT.LTD. I believe I can make a positive impact on your team.

Please feel free to contact me if you need any information. Thank you again for your time and consideration.

Best regards,

UNAITHEEN FARHA