

COVER LETTER FOR JOB

From
Nadeem Khan
Address, Near to Gould Souq Metro Station, Hayat Regency Dubai
Phone: +971-524017468
Email: nadeemkhan.banker2020@gmail.com

To
Recruitment Executive

Dear Hiring Managers,

I am Mr.Nadeem Khan, Currently I live in Dubai (UAE) and also I have more than 2 years of working Experience for United Bank Limited (UBL) as a **Branch Service Officer**, and I have also perform my duties as a **Junior Accountant (Part-Time)** for two years. With an experience of more than 4 years in these positions, I have gathered enough knowledge and proficiency in computerized accounting as well as I am highly capable of handling Cash activities, compliance, Transaction & Customer Screening, KYC/CDD/AML/CFT/STR/PEPs, and Banking Operation tasks alone for varied projects an organization. I am proficient in Bookkeeping, Tally, general ledger/ accounting, Account Receivable/Payable, Payroll processing, Data collection and analysis and banking activities.

Furthermore, I have done my master/ M.Phil, Degree major in Finance from University of Swat, and also have completed bachelor Degree in same major from university of Malakand.

You can learn more about my expertise and qualifications from my resume and credentials. If there is anything else you would like to know, kindly contact me at my telephone number or send me an e-mail. I look forward to receive a positive reply soon.

Sincerely yours,
Nadeem Khan

Signature

