

JITHIN REJI



+971563900509



jithinrejivava3@gmail.com

Dear Hiring Manager,

Thank you for the opportunity to apply for the job in your esteemed organization. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with this role, and can perform them confidently. I believe that my career history makes me a perfect candidate for the role.

I had worked as **Admin Executive and Accountant** at Harikumar N&Co in India. There, I am responsible for administrating new and existing accounts, administrative duties, accounting in tally software, manipulating data in Microsoft office and preparation of financial statements etc. Overall I have consistently demonstrated creative thinking, leadership and multi-tasking abilities in every aspect of my Employment roles and I invite you to review my detailed Academic credentials and Employment Chronicle in the attached CV.

My employment details are as below

- ■ **ADMIN EXECUTIVE AND ACCOUNTANT**
HARIKUMAR N&CO, PANDALAM, KERALA, INDIA | 2021 APRIL – 2023 MAY
- ■ **F&B FINANCE SUPERVISOR in QATAR FIFA WORLD CUP 2022**
QATAR STAR SERVICES L.L.C, DOHA, QATAR | 2022 OCTOBER - 2022 DECEMBER

I am holder of a **MBA** degree in **Finance and Marketing** from the University of Kerala. After reviewing my CV, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Currently I am available in Abu Dhabi. Please contact me at +971563900509 or jithinrejivava3@gmail.com to arrange for a convenient meeting time.

Thank you for your time and consideration. I look forward to hearing back from you soon.

Sincerely,

JITHIN REJI