

20 January 2014

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Attn : Ms Adlin

Dear Sir,

RE : APPLICATION FOR ACCOUNTS EXECUTIVE (based in Brunei)

This application is in reference to your advertisement for the post of **Accounts Executive based in Brunei**, published in the website dated **16 January 2014**. I hope to serve your organization, with the help of my skills and experience. I have a bachelor's degree in accounting from University Kebangsaan Malaysia. I also do have more than 13 years experience in accounting areas.

As far as my experience is concerned, I would like to state that I have been working with oil and gas industry and education industry for the last thirteen years in the capacity of finance officer, Treasury analyst, senior executive and accountant. During those periods, I gained a lot of practical knowledge in various accounting functions, such as manage accounts close and involved in the preparation of statutory accounts, managed accounts receivable, accounts payable, treasury functions, management report, payroll administration and as well as providing assistance to the management.

My computer proficiency includes on-hands knowledge of MS Office packages such as Excel, word and PowerPoint and Accounting Softwares such as SAP, AX Accounting, UBS, QNE Accounting and Finance one that has helped in the effective performance of my duties. I look forward to new opportunities in the relative field at your company.

My background details make me an excellent candidate for the post of Accounts Executive as advertised. I really look forward to meet you in the near future. If you have any queries regarding my resume please do contact me on the numbers given above.

Thanks for taking the time to consider my application.

Sincerely,



Barbara Bidah Anak Paong