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19/11/2025

Hiring Manager

Coalition Technologies

Subject: Application for Office Assistant Position

Dear Hiring Manager,

I am excited to apply for the **Office Assistant** position at Coalition Technologies. With hands-on experience in **administrative support, entry-level bookkeeping, billing issue resolution, and remote workflow management**, I am confident in my ability to contribute effectively to your team.

In my recent role as an **Office & Administrative Assistant**, I managed **emails and phone communications**, organized **invoices, contracts, and receipts**, performed **data entry and QA checks**, and coordinated **company gifts, events, and team projects**. I am proficient in **Google Sheets, Excel, QuickBooks Online, CRM systems**, and remote collaboration tools, making me fully prepared for your **100% remote environment**.

I am drawn to Coalition Technologies for its focus on **career growth, innovation, and remote work excellence**. I bring strong **organizational skills, reliability, and proactive problem-solving**, and I am eager to support your team in delivering exceptional client service.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills align with your needs and contribute to your team's success.

Sincerely,

Kevin Kiprono