

SITI NOR SAADAAH BINTI MOHAMED

No 2 Lorong 29,

Sungai Isap Perdana,

25150 Kuantan, Pahang.

013-9545467

sitinorsaadah_mohamed@yahoo.com

27 October 2017

45, Jalan Dagangan 3,

13200 Kepala Batas,

Pulau Pinang

Malaysia.

Dear Sir/Madam,

APPLICATION FOR ACCOUNT EXECUTIVE POSITION AT TALENT SUITE SDN BHD

I am interested to apply position **account executive** at Talent Suite Sdn Bhd. I currently employed (joiner SL1M for six months) as a **finance executive** at KP Port Services Sdn Bhd under Kuantan Port Consortium (KPC). I had an experience using **e-cibs system, UBS system and IPMS system**. I believed that the skills and experiences I have gained in this position make me an ideal candidate for the job accountant for your company. I know that I had not enough experience in account, but I really can do the best in the future.

I had experience using the e - cibs system during my internship in six months at **Tenaga Nasional Berhad (TNB) Kuantan** in the **finance department**. I had to do an audit for Pengurusan Air, Pahang (PAIP) and account vacated. I had knowledge about the UBS system to key in the supplier's invoice, cash sale and key in GST using excel. Besides, currently at KPPS, as a finance executive, I had prepared to invoice, claim for medical and voucher using IPMS system (finance/account) and make a payment of customs and bank reconciliation.

I am confident that my experience and knowledge will qualify me for your consideration. I have enclosed my resume for your references. I look forward for interview to discussing my qualification in more detail.

Sincerely,

(SITI NOR SAADAH BINTI MOHAMED)