

No 366, Jalan Haji Wahab,
Kampung Tengah,
32800 Parit,
Perak Darul Ridzuan.

14th March 2017

Human Resource Manager
SHOWA DENKO HD (M) SDN. BHD.
Kulim Hi-Tech Park.
09000 Kulim, Kedah

Dear Sir/Madam

APPLICATION FOR THE POSITION OF ACCOUNTS ASSISTANT

I am writing to apply for the position of Accounts Assistant with your company as advertised on the website.

I have graduated with a Bachelor of Accountancy (Hons.) from University Technology of Mara (UiTM) Puncak Alam and my studies centered on financial accounting, mathematics, statistics, management accounting, taxation and also information system. My studies have exposed me to Malaysian Financial Reporting Standard and Malaysian Taxation Standard.

My degree has prepared me well in producing accounting statement using accounting software which are Mind Your Own Business (MYOB). I have outstanding computer skills with knowledge of Microsoft Office programs such as Microsoft Word, Microsoft Excel and Microsoft Power Point. I am able to work with people in different levels and backgrounds. From all the courses in accounting I had taken, I had gained a lot of knowledge and I believed it will be useful for your company.

For your information, I already did my internship with WAN NADZIR & CO. from August 2015 until January 2016. During these periods, I truly enjoyed the six months working experiences and I learned a lot about managing client files for audit, vouching as well as asset citing. I would like to explore the opportunity to learn and gain knowledge in your company. I believe SHOWA DENKO HD (M) SDN BHD is a great platform for me to start my career in accounting field.

I enclosed my personal resume for your consideration and I can be reached via email nurizzatimohdazmi92@gmail.com or can be contacted at **+6014-3017190**. I look forward to hearing from you soon. Thank you for your time and consideration.

Your Sincerely,

Nurizzati

NUR IZZATI BINTI MOHAMMAD AZMI

Enclosure: Resume