ALWELO CATHERINE

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21/05/2018

THE HUMAN RESOURCE MANAGER

KAMPALA AUDIOLOGY AND SPEECH CENTER

KAMPALA UGANDA

Dear Sir/Madam

RE: **APPLICATION FOR ACCOUNTS AND ADMINISTRATIVE OFFICER**.

Iam a dynamic result oriented candidate willing to utilize my expertise and administrative skills,

Coupled with my educational abilities to add resourcefulness to your organization. I graduated with

a bachelors degree in business computing at maker ere university business school .

I possess strong planning and organizational skills in addition to excellent time management,

Communication interpersonal skills, marketing skills and computer skills. Iam dependable,

Committed to my job and I take full accountability for any project under my supervision.

I have a strong conviction that my skills and abilities are strong and well-grounded to make a

Valuable contribution in your organization I therefore request for an opportunity to prove my

Suitability for this post.

I have attached copies of my educational background and curriculum vitae, in it with additional

Information about my experience

Thanking you in advance for your kind consideration.

Your Faithfully,

ALWELO CATHERINE

+256706552717

Email: catealwelo@gmail.com