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14/06/2019

Human Resource Manager,
Human Capital Synergies,
Nairobi.

Dear Sir / Madam,

RE:APPLICATION FOR HR & ADMIN OFFICER JOB

I am writing to kindly request consideration for the position of HR & Admin Officer Job at Human Capital Synergies as advertised at <https://www.careerpointkenya.co.ke/job/hr-admin-officer-job-human-capital-synergies/>.

I have over 5 years working experience in finance and insurance industry working at First Assurance's finance medical department where I perform the daily reconciliation of cash accounts and accounts payables, pay medical service providers twice a month, manage service provider accounts, collections, allocations, updating and sharing of medical premiums statements, assists in internal and external audits, maintains list of journal entries and reconciliations and ensures that all are accounted for and have proper approvals among others.

Am a MBA graduate set to graduate November 2019 at Jomo Kenyatta University and a former student of Catholic University where I studied Bachelor Degree of Commerce, Banking and Finance option. I am a team player who is not only self-motivated but also results oriented, always willing to learn, very innovative, work well under pressure and with little or no supervision. If offered an opportunity, I will display my dedication and diligence coupled with work ethics all towards achieving the organizations objectives.

Thank you and I look forward to a good response.

Yours faithfully,
Peter Njuno.