

ARCHIT GUPTA

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Dated: DD/MM/YY

To,

The HR Manager,
ABC Corporation,
XYZ Street, XX City

Dear Recruiter,

It was with great interest that I read your recent posting in the [XXXXX](#) for the position of [XXXXXXXXXX](#). Review of my credentials will confirm that I am capable of serving as a catalyst for achieving organisational objectives and organic growth through effective contributions.

I offer over 10 years of rich experience in managing a range of accounting activities; I bring significant exposure of handling Finance & Accounts functions encompassing Book Keeping, Finalization of Accounts, Reconciliation Statements, Balance Sheet, Ledger, Payment Processing via NEFT, RTGS & other modes.

I am currently associated with Manohar Lal Sarraf And Sons Jewellers Pvt. Ltd., Faridabad as Accounts Executive.

In addition, I offer excellent organizational skills, which have proven to be a vital asset in driving operations during the current and previous associations. These qualities, combined with my dedication and tireless work ethic, should enable me to make a positive impact at your organization.

Enclosed is a copy of my resume for your review. I would welcome an opportunity to discuss your needs and objectives and the possibility of working together to meet them.

Thank you for your time and consideration.

Yours sincerely,

Archit Gupta

Enclosure: Resume