

22th August 2024

[Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile] (optional)

Subject: Applying for Accountant Post in your Company.

Sir,

I am writing to express my interest in the accountant position at XYZ, as advertised on your page. With a BBA in Accounting from NSU and 20 years of hands-on experience in financial management, I am confident in my ability to contribute effectively to your team.

In my most recent role as accountant at XYZ, I was responsible for preparing financial statements, managing accounts payable and receivable, and conducting detailed financial analyses. I successfully implemented process improvements that reduced reporting errors by 0% and enhanced overall efficiency.

My expertise in using accounting software such as Xero and my thorough understanding of GAAP have enabled me to deliver accurate financial reports and ensure compliance with regulatory standards. Additionally, my ability to analyze financial performance metrics and support budgeting and forecasting processes aligns well with the requirements of this role.

I am particularly drawn to [Company Name] because of [mention something specific about the company or its values that resonates with you]. I am eager to bring my skills and experience to your team and contribute to your continued success.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and certifications can be an asset to your organization. Please find my resume attached for your review.

Sincerely,

SIAM ALI

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ACCOUNTANT

Results-driven Chartered Accountant with [X] years of experience in financial reporting, auditing, tax compliance, and strategic financial management. Adept at managing complex financial processes, ensuring regulatory compliance, and providing actionable insights to support business growth. Known for exceptional attention to detail, ethical integrity, and effective communication skills with clients and stakeholders.

EDUCATION:

St Gregory High School & College, Dhaka

HSC in Business Studies with 4.50/5.00

Completed: 2024 [2022-2024]

Narinda Govt High School, Dhaka

SSC in Business Studies with 4.55/5.00

Completed: 2022 [2020-2022]

PROFESSIONAL EXPERIENCE:

Senior Financial Analyst | XYZ Ltd

Dhaka | 3rd July 2020 – Present

- Member, [Accounting Body Name] (e.g., ICAI, ACCA)
- Member, [Professional Association Name] (optional)

Audit Manager | UVW Ltd

Dhaka | 2015 – 2020

- Member, [Accounting Body Name] (e.g., ICAI, ACCA)
- Member, [Professional Association Name] (optional)

Others Activity:

- Member of Bangladesh National Cadet Corp,
- Volunteer at Volunteer.
- Former Rugby under 18 National Player



CONTACT:

☎ +8801955119881

✉ siamali.ca@gmail.com

📍 Dhaka, Bangladesh

SKILLS:

- Accounting Standards Knowledge
- Taxation Expertise
- Financial Reporting & Analysis
- Auditing Skills
- Software Proficiency
- MS Office, Quickbook
- Critical Thinking

INTEREST:

- Traveling
- Crafting
- Sport (Football, Rugby, Marathon)

REFERENCES:

Available upon request.