

**NANYONDO ANNET GLORIA**

**Date of Birth:** 18th May 2003

**Phone Number:** 0709 162 188

**Address:** Namasuba

## **CAREER OBJECTIVE**

Motivated and detail-oriented professional seeking the position of **Collector** in a reputable company. I am committed to maintaining effective collection practices, building positive client relationships, and ensuring accurate record-keeping to support the company's financial operations.

## **EDUCATION BACKGROUND**

**Mukono SS**

- Uganda Certificate of Education (S.4)

## **WORK EXPERIENCE**

**Wholesale Attendant** – Personal Business

*Dates of Employment: 2023 – 2024*

- Responsible for collecting and sealing customers' merchandise.
- Maintained and balanced ledger books, ensuring accurate financial records.
- Delivered exceptional customer service to build lasting client relationships.

## SKILLS

- Strong communication and negotiation abilities.
- Excellent record-keeping and reporting skills.
- Proficient in managing time and meeting deadlines independently.
- Experienced in customer relationship management and problem resolution.

## APPLICATION LETTER

**To:**

Manager Kuteesa

Teravik Cash Point

**Email:** [kuteesa@teravikcashpoint.com](mailto:kuteesa@teravikcashpoint.com)

**Subject:** Application for the Position of Collector

Dear Manager Kuteesa,

I am writing to express my interest in the **Collector** position at **Teravik Cash Point**. With hands-on experience managing collections and balancing financial records as a wholesale attendant, I have developed the organizational, analytical, and customer service skills required for this role.

In my previous role, I was responsible for maintaining ledger books, ensuring accurate reporting, and handling customer collections with professionalism and efficiency. I am confident in my ability to contribute to the financial operations and customer satisfaction of your company.

I am eager to bring my commitment to excellence and my detail-oriented approach to Teravik Cash Point. I would welcome the opportunity to discuss how my skills and experiences align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Yours sincerely,

**Nanyondo Annet Gloria**