

Tjay Earl

Nairobi, Kenya

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Dear Hiring Manager,

I am excited to apply for the **Operations & Finance Executive/Assistant** position. While I do not have direct finance experience, I offer strong organizational skills, excellent communication, and a proven ability to excel in remote work environments.

Adaptable, detail-oriented, and quick to learn, I thrive in managing multiple tasks with accuracy and efficiency. My dedication to time management, problem-solving, and operational support will contribute to the smooth running of your business.

Thank you for considering my application. I look forward to the opportunity to bring my skills and commitment to your team.

Sincerely,

Tjay Earl