

Collin N Mafuru,

P.O.Box 54687,

Dar es Salaam.

24/05/2023.

Human Resource Manager

Dear sir/madam,

REF ACCOUNTANT T JOB APPLICATION.

Kindly, i am submitting my application for an Accountant position at your Organization.

I am Collin Mafuru, aged 31years and a qualified Certified Public Accountant recognized by National Board of Accountants and Auditors.

I am qualified for an Accountant position post because I have vast experience of working in different accounting and finance departments that involved performing Finance and accounting duties. This involves duties like preparing Financial and management reports, managing Financial Audit also assist on budget preparation and ensure compliance, also ensure the company is in compliance with rules and regulation under the regulatory it operates.

I have the experience of using several accounting packages like QuickBooks Netsuits and different banking online software and Microsoft packages like MS Excel and MS Word.

I am competent and hard-working person requiring minimum supervision to efficiency and effectively accomplish my task at a required time frame, I possess skills like Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management and General Math Skills, I believe in group work and team spirit, i easily adjust according to the environment and I can also work under pressure. Am flexible and innovative when dealing with challenging situation.

I hope my request will meet your consideration, hoping to hear from you soon. Thanking you in advance.

Your faithful,

Collin Mafuru.

