

COVER LETTER

JOHN GEORGE MUNGA

Human Resources Manager,
Danvast Career Search,
Dar es Salaam, Tanzania.

Dear Human Resources Manager,

With this letter, I would like to express my interest in filling open vacancy at Danvast Career Search, in particular, the position of Tax Associate.

Currently, I am not employed. However, I would like to gain experience through the opportunities offered by Danvast Career Search to develop myself in the position of Tax Associate. I am very motivated to get started and would like to show that I can add value to Tax Associate.

I am very confident, flexible and able to work under pressure. I would like to put these characteristics to use within your organization. My experience as Tax Associate at TP&Tax Advisors Limited and Tax Intern at Tanzania Revenue Authority in International Taxation Unit has provided me with the expertise to be able to make valuable contribution to your organization in the position of Tax Associate.

Through tax services, I was able to provide professional tax advice both small and medium enterprises to help them to manage tax risk, control costs and seize tax-planning opportunities. Also through International taxation department from TRA, I was dealing with the main taxes that affect international transactions such as withholding tax and corporate tax by doing transfer-pricing audit from multinational companies to verify if they have comply with Transfer pricing rules and regulations. Other services include preparation of tax returns including VAT, PAYE (calculate and deduct proper payroll taxes for each paycheck) and SDL returns and to make sure all client's documents necessary to enable an accurate determination of the tax payables like EFD receipts and bank cheques are maintained.

Also Financial planning report including budgetary control, accounting system and chart of accounts, means of receiving and disbursing money, financing from shareholders, leasing agreements and cash flow management like revenue recognition, invoice discounting and expenses.

I would welcome the chance to discuss how my skills align with your organization in more details during an interview. You can reach me either by phone via +255717167460 or by email via johnmunga64@gmail.com . Thank you for your consideration. I look forward to hearing from you.

Sincerely,

John George Munga

Attachment: Curriculum Vitae