

COVER LETTER

To,
The HR Manager,

Subject: APPLICATION FOR THE POST OF ACCOUNTANT

Dear Sir/ Madam,

Thank you for the opportunity to apply at your company. With all due regards, this is to kindly apprise you, that I am Sanjay Kumar, a highly experienced accountant, with an experience of more than two decades in accounting. I am proficient in computer applications, **MS Word, Excel, preparing return, Challans, Bills, Ledgers, Cashbooks, Returns, E-mails, Tally.ERP9 and GST.**

After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role you're offering and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations. While working as an accountant for multiple organizations, I have developed efficient organizational management and multitasking skills, which I can leverage into your offered role at your company.

After reviewing my resume, I hope you will agree that I have the necessary aptitude and skills to successfully fulfill my duties. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me via email at sanjaynegi1011@gmail.com or call at +91- 9760799432 or +91- 9548279773 to arrange for a convenient meeting time.

Therefore, I am sending my Resume along with this application. It will be a pleasure of mine if I get an opportunity to work with your organization. I assure you that my performance will never disappoint you. I will be waiting for the needful response from your side.

Thank you

Yours sincerely,

Sanjay Kumar

E-mail: sanjaynegi1011@gmail.com | Phone: +91- 9760799432 | +91- 9548279773

EDUCATIONAL QUALIFICATIONS

Course/ Examination	Institution/ University
Bachelor of Commerce	DAV PG College, HNBGU, Dehradun
CBSE (Commerce)	Kendriya Vidhyalaya, ONGC, Dehradun
CBSE	Kendriya Vidhyalaya, ONGC, Dehradun

WORK EXPERIENCE

Indian LPG Cylinders | *Accountant, Store Keeper* **05 years**

- Handling accounts, computer applications like MS- WORD, EXCEL

Goetze (India) Ltd | *Accountant* **09 years**

- Handling ledgers, bills, cashbooks, etc.

KSPG Automotive India Ltd | *Accountant* **10 years**

- Handling computer applications, MS Word, Excel, preparing return, Challans, Bills, Ledgers, Cashbooks, Returns, e-mails, Tally.ERP9 and GST

POSITIONS OF RESPONSIBILITY

Accountant, Indian LPG Cylinders, Goetze (India) Ltd & KSPG Automotive India Ltd **24 years**

- Handling computer applications, MS Word, Excel, preparing return, Challans, Bills, Ledgers, Cashbooks, Returns, e-mails, Tally.ERP9 and GST