Dear Hiring Manager,

This letter is to express my keen interest in applying for a suitable position in your organization, with an excellent record of accomplishment of more than two years of progressive experience in finance / accounting industry, currently seeking for a suitable position with the potential of handling and delivering excellent results. I am confident and believe that I am suitable for the job.

Currently, I am associated with ICICI Bank as a CPA Manager with an extensive focus on administering day-to-day accounting, Accounts Payables/ Receivables, Bank Reconciliation, Petty Cash Management, Statement, Variance Analysis, Record Keeping, Financial Audit, profit and loss accountability, compliance management and balance sheet / MIS preparations.

**Few of my work glimpses are given below:**

* Strong leadership and work ethic with proven ability to define decision criteria and maintain and promote ethical standards in conducting business
* Proficient in problem solving, change management and possess exceptional abilities in driving business process improvements
* Adherence to accounting controls by following policies & procedures in compliance with regulatory requirements
* Hands on experience in data entry, people management and office administration

My proven experience in the areas mentioned above enables you to add a performance-driven individual to your team, who can commence being productive at once and possess an ability to bring a resourceful and an energetic environment to the organization, with a desire and willingness to work with others. My ability to work under pressure and meet tight deadlines makes me believe, that I will quickly become a valuable member of your organization.

My resume is for your perusal. If you have any questions or wish to schedule an interview, then kindly call me on +91-8877097159/ +91 - 8709614411. I appreciate your valuable time and consideration of your busy schedule.

Sincerely,

Rakesh Ranjan Ravi