

22-01-2024

Ms. Bana Al Charbaji,  
Human Resource Manager,  
Al Muzaini Exchange Co, Kuwait.

Dear Madam,

I would like to express my interest in " **Al Muzaini Exchange Co.**" for available position "**Assistant Finance Manager**" that is suitable with my qualification and experience.

Currently, I am offering my services as a "**Assistant Finance Manager**" in Kids Land Company, Kuwait. My job brief is managing the finance department of a company along with the sister's companies of the group with an objective to providing financial guidance to the business for sustained profitable growth. Earlier, I offered my services as "Accountant General" in Hadi Abu Ghazala Legal Translation, Dubai, U.A.E. My Job role was maximizing the company's profit by controlling and implementing sound accounting and internal audit procedures.

I have done **Master of Business Administration (Finance)** along with **Bachelor Degree of Commerce** and got distinction in my both Degrees. I have more than 10 years professional working experience in the field of accounting and finance including **09 years in GCC**. I have been nominated by company as "Quality Management Representative" for ISO:9001 and ISO: 17100.

Besides strong educational background and experience, I possess good analytical, communication, problem solving, collaboration and multi-tasking skills. Additionally, I have proficiency in MS Office, Accounting Software's, and Internet. I am a team player and self-motivated individual with the desire to learn and grow. I possess high levels of energy with a passion to win. I can work closely with senior management, meet the deadlines, and have ability to produce quality work effectively and efficiently.

As, Al Muzaini Exchange Co being a well-known organization in Kuwait, is committed to attracting and retaining the best talents that contribute to its ongoing success. I want to be a part of it by offering my services in this esteem company for further organizational development and my career growth.

Thank you for your time and kind consideration.

Sincerely,

Afzal Saeed Khan

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