

SEEMA VERMA

6450 Telford Avenue
Burnaby BC
V5H 2Z1 Canada

604-916-6706
seemavermamsfin@gmail.com
[linkedin.com/in/seema-verma-14418617a/](https://www.linkedin.com/in/seema-verma-14418617a/)

March 25 2019

Maja Horgas
Capilano University
2055 Purcell Way
North Vancouver
BC V7J 3H5 Canada

Sub: Application for Account Assistant

Dear Ms. Horgas,

I am writing to express my interest in the "Accounting Assistant" position at Capilano University. When I read the job description, I was excited to learn that you are in search of an accounts payable, accounts receivable, banking and data entry individual, which matches my qualifications.

My well organized nature and personable attribute makes me a great candidate for this position. I take ownership and accountability of tasks quickly; I am honest, innovative, a problem solver, and self-composed.

I have worked as an Assistant Manager-Finance with "Johnson Matthey" in India. The work I performed includes: analyzing monthly expense statement including income, balance sheet, drafting strategic improvement plans for variances (budgeted and actuals). I also assisted with diverse areas including accounts payable, accounts receivables, bookkeeping, general accounting, fixed assets management, and improved processes. I showed exceptional overseas client service in-person and on the phone with effective presentation skills and compiled reports in MS-office, SAP FI CO.

My volunteer work keeps me grounded, self-satisfied, happy and skillful. Currently, I am working as an "Accounting Clerk" for Easter Seals in Vancouver. This has provided me with valuable knowledge that I would bring to this position.

Working with your organization would allow me to implement my exceptional soft skills and initiative in a professional environment while providing stellar service to staff and executives. Please take a moment to review my attached resume. I look forward to hearing from you soon.

Sincerely,

seema
Seema Verma

Enclosure: Resume