

DYA ANGELICA A. VIVERO
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HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

17 June 2024

Dear Ma'am Colis,

I am writing to express my keen interest and intent in applying for the position of an Administrative Officer III (Executive Assistant I). With a degree in Bachelor of Science in Accountancy and a Career Service (Professional) Second Level Eligibility with a rating of 83.37, I am confident with my ability to contribute effectively to your team.

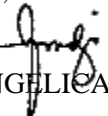
I graduated With Distinction at Saint Paul School of Professional Studies with a GWA of 1.47. I also have certifications as a Member of the Institute of Certified Bookkeepers and Registered Cost Accountant, coupled with my valuable experience as an Audit Associate at PricewaterhouseCoopers (PwC) Acceleration Center Manila, one of the Big 4 Accounting Firms.

During my stay at PwC AC Manila, I honed my analytical and problem-solving skills while working on diverse and challenging tasks. I do Financial Statements Tie-Out through a certain audit platform to test its mathematical accuracy, prior year and internal consistencies. I have also utilized my proficiency with Microsoft Excel and Adobe Acrobat to rollforward financial statements and disclosure checklists that streamlines the preparation and review of financial statement disclosures. This experience equipped me with a comprehensive understanding of accounting principles and the ability to navigate financial scenarios. My commitment to accuracy, attention to detail, and proficiency in utilizing accounting tools makes me a strong candidate for the role.

I am excited about the opportunity to discuss further how my background aligns with the requirements of an Administrative Officer III (Executive Assistant I) and is eager to contribute my skills and expertise to support its continued success. I look forward to the possibility of contributing to your dynamic team and be part of its growth. Thank you for considering my application.

I am very much willing to come for an interview at any convenient time. Thank you!

Sincerely,


DYA ANGELICA A. VIVERO