

November 24, 2023

NICK FREDDY R. BELLO

Head

Accounting Office

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,

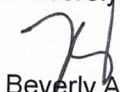
A pleasant Good Morning!

I am writing to express my intention to apply in the vacant position of Accountant I under Accounting Office of Visayas State of University- Baybay. As a motivated and driven accounting professional, I believe that my degree in accounting and my 9 years of relevant work experience make me a deserving candidate for this position. I have attached a resume that outlines my work history and skills.

I obtained my Bachelor's Degree in Accountancy in University of San Jose-Recoletos in Magallanes St., Cebu City and passed the Licensure Exam last May 2013. Currently I am working as AP Team Lead which I handle the AP function not limited to transactional. But also review the processes, expenses and make necessary adjustments if any. Aside from that, I tasked also the filing of BIR Remittances, the monitoring of the fixed asset (lapsing schedule) and the computation of the payroll for over 80 employees in our company. But before I moved to AP, I was tasked on the various accounting function, which includes general ledger reconciliation, generate financial reports and ensuring the completeness, accuracy and timeliness of the general ledger.

I am hoping and praying that you will consider my herein application. I am genuinely interested in the position and working in a different field of work.

Sincerely,



Beverly Ann Elnas
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