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Dear Sir,

Accountant / Senior Accountant/ Finance Manager position

I am writing to apply for the position of Accountant / Senior Accountant / Finance Manager and would like to elaborate my past experiences related to Accounting and Finance field.

My extensive finance and accounting experience has been well developed over the past 12 years in a career which has spanned a wide range of companies. I have been the Finance Manager for the Seas of Technology contracting company (SOT) in Saudi Arabia, a Saudi based mid-sized construction company. This role requires me to prepare, analyses, verify and disseminate critical monthly and yearly financial reports, coupled with budgeting and forecasting responsibilities.

In my previous positions I have been involved in preparing the documentation for legislative and statutory returns, including income tax. I maintain the general ledger at SOT and am relied upon to convey essential financial data to all levels of management and external stakeholders, including advice on auditing processes and insurance coverage. I also have experience with project accounting, implementing internal control procedures, implementing ERP system to satisfy information requirements of top management for decision making.

A key skill I have acquired during my previous roles is the ability to successfully implement and manage new accounting systems and procedures. I enjoy the challenge of integrating a new system and working with the wider accounting team to ensure a smooth and productive workflow. I have a proactive management style with highly developed communication skills. I have frequently been required to manage a team under pressure and enable them to meet strict deadlines and also I have worked as a consultant for implementation of ERP systems, introduce cost reduction strategies and increase the efficiency of the business process which would help to improve profitability and utilization of enterprise resources effectively and efficiently.

I am diligent in maintaining and updating my accounting and computing skills continuously with modern world changes. I am very proficient with the essential computing programs such as Microsoft Excel, Quick books, Oracle and any other ERP available today. I am also qualified as an Accountant, with B. Sc in Accounting and Finance Management and passed CA final 1 examination.

I will bring to your company not only my years of expert experience but also my personal drive for results and positive outcomes. I am prepared for the next challenge in my career and look forward to hearing from you.

Yours sincerely,

W. A. Sanath Weera Udayawansa.