

Jxxé Bxxxxxxxxt de Sxxxx  
3XX/1X Bxxxx Street, Axxxxxe  
XXX – SA  
**Phone Number:** 0xx xxx xx1  
**Email:** [xyz123@example.com](mailto:xyz123@example.com)

Cover Letter

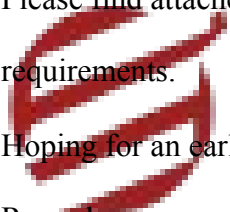
Dear Sir/Madam

I came across your advertisement about the accounts administrator in one of the job portals. I hereby would like to apply for the same position. I have working experience of around 12 years in different field, including the working experience of two years in **Sxxxxr Bank**. I believe that my experience would be helpful in the discharge of my duties. My business education from Kxxxxn Bxxxxs School will also be an added advantage.

Please find attached my resume for the mentioned position. I believe my profile suits all requirements.

Hoping for an early reply!

Regards



**EssayCorp**

5 years  
★★★★★

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## **Career Objective**

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To grow in career by utilizing the experience gained and to find the successful employment term in Australian economy.

## **Education and Qualifications**

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**Bachelor of Business (Accounting)  
2017**

**March 2014 – April**

Kxxxxn Bxxxxxs School – Australia

**Law  
2013**

**July 2011 – July**

Uxxxxxe – Brazil

**System Analysis  
– July 2013**

**February 2007**

Uxxxxn/Exxxxo – Brazil

## **Employment History**

**Zxxxx Cleaning and Maintenance  
2009**

Cleaner

**Since of September**

**AXXXXXD – Brazil  
2014**

**June 2006 – July**

Language teacher

- Business Portuguese teacher for English and Spanish speakers.
- Create business seminars and logistic for new students reception.

**Sxxxt Gxxxxn – Brazil  
May 2009**

**July 2007 –**

IT Supervisor

- LAN and WAN administration including data management, communications, security and printing facilities to meet the organization's needs.
- Service Desk records monitoring and analyze reports, taking preventative action to ensure Service Levels are met across the IT operational group.
- hardware monitoring and reporting including software and network resources and ensuring a high level of performance, security and integrity
- New stores and projects execution and organization.

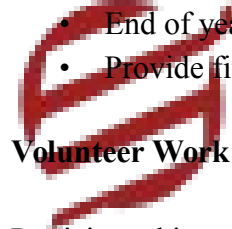
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**Sxxxxxr Bank (Contractor)**  
**July 2007**

**September 2009 –**

Office Analyst

- Work closely with the Finance Manager to ensure smooth operation of all finance matters. Support the Finance Manager by inputting into sales and purchase ledgers from source documents
- Matching purchase orders to invoices and invoices to statements
- Updating/amending accounting data into the accounting system with speed and accuracy
- Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence
- Plan, organize and manage the workload to the company's monthly financial reporting process is achieved in a timely and accurate manner. Resolving finance related queries
- Timely invoice payments.
- End of year preparation and procedures
- Provide financial support to team members



**Volunteer Work**

**EssayCorp** 5 years ★★★★★

Participated in representation program covering behavioral changes and a new philosophy with quality of life;

Acted as Support Officer Local Community in the states of Axxe, Rxxxxx and Amazonas (North of Brazil);

### **Skills**

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- Good capacity for learning and reasoning, self-taught.
- Business trips to various regions of Brazil for realization of projects and training.
- Experience in preparation of training.
- Experience with strategic planning, with short-term or long-term targets.
- Confident in dealing with people from various walks of life.

### **Referees**

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Available if required