**To,**

**The HR Euro,**

**64-A, Main Boulevard, Gulberg Lahore.,**

Dear Sir,

##### I am writing to the position of Accounts Receivable Executive in the said Institue. I am an experienced professional, who is skilled in account payable and receivable and activities, as well as billing/invoincing , bank reconciliation, receipts, ledgers etc.. and other financial operations. I offer significant skills and experience in the areas of accounting,record keeping,general operations management and Now I would like to bring my 4 years’ expertise and knowledge in to your company.

I am working as **Business Support Officeer F&A** in **Attock Petroleum Ltd.(A company of Attock Group of Oil Companies)**. My ability to work as a team player,meet deadlines and go the extra mile, have contributed to my successes in accounts.I have performed a wide variety of finance activities, including Accounts Receivables, billing, invoicing, Vouchers, bank reconcilation statement, Expense Report and other reports demanded by the management .I am familiar with developing and implementing process improvements, identifying potential issues, and formulating efficient solutions.

I am effective organizer and planner.My outgoing and friendly nature allows me to interact well with other staff members at all levels .

The accompanying resume can give u idea of my potential for making a worthwhile contribution to your company.May u give me a chance to meet with me in interview,so that I can discuss in details my qualification and professional experience.

Thank you for your due consideration

Sincerely yours,

**Waqar Ahmed**

**Faisalabad.**

**0333-8394408/0313-8394408**