

P.O BOX 4091-00200

NAIROBI.

TEL: 254-727-437766

2/1/12

HUMAN RESOURCE MANAGER,

Family Bank,

Kenya.

NAIROBI.

Dear Sir/ Madam,

RE: FINANCE ASSISTANT

I'm writing to request you to employ me in the position of a finance assistant or a related position in your organization.

I am a University of Nairobi Bachelor of commerce (Finance option) graduate set to be conferred with my degree in 2012.

I am currently doing my attachment at The National Bank of Kenya headquarters. I have strong work ethics, always willing to learn, a team player and flexible and adaptable to any situation that may present itself. I feel I am qualified to work for you. I am an ambitious and a go getter it person. Given the chance I will be able to make a difference in your organization.

Kindly find my CV attached for your consideration.

Thanking you in advance.

Sincerely,

MICKEY KOLI KIVUVA

C. WORKING EXPERIENCE

AUG 2011 - To Present

ATTACHMENT AT THE NATIONAL BANK OF KENYA

Duties

- Auditing and verifying of cheques
- Capturing new customer accounts
- Filing
- Data entry and typing
- Financial transaction support

2007-2008

SHOP ATTENDANT

Duties

- procuring the necessary items for the shop
- Selling it to the customers
- Attending to the customers, that includes complaints

D. SKILLS

Proficiency in

- Microsoft Office Suite : Word, Excel, PowerPoint and Access
- Operating Systems : Windows 95, 98, 2000, ME and XP
- Internet Browser : Microsoft internet Explore
- Financial reporting
- Fundamental record keeping

Holder of a valid driving license

E. Hobbies and Interests

- Playing soccer and swimming
- Traveling and meeting people
- Reading Newspapers, Journals and Magazines
- Playing chess

F. Language Command

Fluent in English and Kiswahili

G. Referees

Dr B .N MUA

LECTURER SCHOOL OF DENTAL SCIENCES

UNIVERSITY OF NAIROBI

P.O BOX 30197-00100

NAIROBI

TEL: 254-722-278295

DR MATIKO RIRO

P.O BOX 71

NAKURU

TEL: 254-721-816092

MR M K MANGELI

P.O BOX 30067

NAIROBI

TEL: 254-722-510843

