

## COVER LETTER

Respected sir

Im writing in response to your recently advertised position. I am very interested in this opportunity with and Associates and believe that my qualifications, education and professional experience would make me a strong candidate for the position. I am a [insert personal characteristics] professional who [add more information on how you can add value to future company]. Enclosed is my cvmaker that more fully details my background and work experience, and how they relate to your position. I firmly believe that I can be a valuable asset to your team. I welcome the opportunity to speak with you about this position and how my experience could help [insert name of company] achieve its goals. Thank you in advance for your consideration.

Sincerley,  
Ashish parekh.  
Surat

24-05-2020

# ASHISH PAREKH

D.O.B : 06-08-1996

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## About Me

## Detail Info

Address:

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A. k Road Surat

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ashishparekh43@gmail.com

## OBJECTIVE

Detail-oriented accountant seeks a similar position at ABC Company to further enhance my knowledge of tax and accounting software, computation, problem-solving, and analytical skills.

## EDUCATION

### SSC/ HSC/ BCOM FCA

2020

GSEB and GHSE Board/Indira Gandhi National open university

### COST & MANAGEMENT ACCOUNTS( CMA)

Pursuing

ICAI ( INSTITUTE OF COST & MANAGEMENT ACCOUNTS OF INDIA)

## WORK EXPERIENCE

### JUNIOR ACCOUNTS

01-06-2015 to 10-02-2016

S. C Bafna & Co

Audit, Accounts

### RM

02-03-2016 to 31-08-2016

Angel broking company

Demat Accounts, insurance.

### CMA ( INTERN )

01-06-2017 to 23-12-2017

Magicreat building solution pvt Ltd

Credit control

### BDM

01-03-2018 to 31-05-2018

Tata motor Finance ltd

used commercial vehicle

### RESIGNL MANGER

15-04-2019 to Continue

Bearing Co

Industry Visit

## LANGUAGES

.....  
Gujarati

Hindi

English

## INTERESTS

.....  
Sales marketing

Cost Accounting

## SKILLS

.....  
Computer knowledge

## HOBBIES

.....  
Sports

## ACHIEVEMENTS

.....  
acquire trophy for outstanding performance from Angel  
brokin  
.....



(Ashish parekh)