



Mahmoud Ghanem
Senior Accountant

Jubail Industrial City, Saudi Arabia.

Mobile: 0540637414

E-mail:

Mahmoud.ghanem@hotmail.com

[Date]

RE: Senior Accountant

Dear Sir:

A good accountant has to provide advisory services apart from maintaining records of numbers and figures. The accountant is capable of helping the clients to choose the business structure that will bring more profit needed by creating an operative budget. The responsibility of an accountant is to keep good records, which is the basic requirement for a business. The business failures are mainly due to ill maintenance of proper records for future references.

An accountant appointed in a business firm is expected to look after tasks such as the management of accounts payable and accounts receivable, reconciliation of bank accounts, and preparation of credit card and financial statements. He or she takes the responsibility of preparing quarterly VAT returns. In addition, most of the accountants also look after the payroll responsibilities.

Another important job of the accountant is to prepare and maintain management account reports. These reports are usually prepared monthly, quarterly, and half yearly and help to make informed decisions for the smooth running of the business.

Thank you for your consideration.

Sincerely,

Mahmoud Ghanem