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Address: Dubai - xxxxxxxx xxxxx

Dear Hiring Manager,

I am writing to express my interest in the **Accounts & Finance cum Admin Manager** position at [Company Name]. With over 17 years of experience in managing financial operations, cash flow optimization, and administrative functions across the hospitality, food & beverage, and retail sectors, I am confident in my ability to contribute to your team and help achieve your company's financial goals.

Throughout my career, I have successfully led teams across **Accounts & Finance, HR, Administration, and IT**, ensuring operational efficiency, accuracy in financial reporting, and compliance with regulatory standards. My role as **Finance Manager at Special Restaurants Pvt. Ltd.** involved managing key functions such as budgeting, financial reporting, cash flow forecasting, and vendor management. I was able to reduce outstanding payables by 20% through improved vendor negotiations and optimized payment terms, while also enhancing cash flow forecasting accuracy by 25%, which directly contributed to more effective financial planning.

I have a deep understanding of financial processes, including **accounts payable, payroll, financial analysis, and risk management**. My experience in **Treasury Management at International Leisure Investment LLC** involved overseeing daily cash flow, managing bank relations, and ensuring timely supplier payments. My strategic decision-making improved cash flow management and reduced cash shortfalls by 15% through effective risk mitigation strategies. I also played a pivotal role in ensuring VAT compliance and aligning financial operations with tax regulations, reducing financial risk and maximizing tax efficiency.

As a **Chief Accountant at Gourmet Gulf Co. LLC**, I was responsible for preparing financial statements, managing accounts payable and receivable, and driving cost-control initiatives. I led the successful implementation of an **ERP system upgrade (Microsoft Dynamics NAV)**, resulting in improved financial reporting accuracy and operational efficiency. I also helped reduce bad debt by 20% through the implementation of more stringent credit controls.

I am particularly drawn to this opportunity at [Company Name] because of my passion for optimizing financial operations and driving business growth. My comprehensive background in financial analysis, team leadership, and vendor relationship management, combined with my strong **technical skills** in accounting software (Microsoft Dynamics NAV, Tally, QuickBooks), positions me well to make an immediate and positive impact at your company.

I would welcome the opportunity to further discuss how my expertise aligns with your needs and how I can contribute to the continued success of [Company Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
Mohammed Kaleemuddin

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