

Dear Recruitment Team,

I am writing to express my strong interest in this position at your company, as advertised on the Job Portal. With a solid combination of administrative expertise and hands-on experience in tax accounting, I am confident in my ability to contribute effectively and add immediate value to your team.

In my previous role as a Tax Accountant at Danan Wingus Sakti, I was entrusted with ensuring accurate and timely tax reporting in compliance with government regulations, as well as preparing financial reports for management. This role strengthened my attention to detail, analytical thinking, and ability to manage high-stakes responsibilities with precision. In addition, I consistently handled administrative tasks such as maintaining organized records, coordinating documentation, and supporting daily operational workflows.

What sets me apart as a candidate is my ability to bridge accounting accuracy with administrative efficiency. I am highly organized, adaptable, and capable of managing multiple priorities without compromising quality. My proficiency in Microsoft Office (Excel, Word, and Outlook) and experience with accounting software enable me to streamline processes and improve productivity within a team environment.

Beyond my technical skills, I bring a strong work ethic, a proactive mindset, and a genuine commitment to excellence. I take initiative, learn quickly, and thrive in environments that require both independence and collaboration. I am confident that these qualities make me a strong fit and a valuable contributor to your organization.

I am also fully prepared for international relocation and am willing to move immediately. I would require visa sponsorship and am ready to provide all necessary documentation to support a smooth transition.

Thank you for considering my application. I have attached my resume for your review and would welcome the opportunity to further discuss how my skills and dedication align with your team's goals.

Best regards,

Ayu Nur Apriyani

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