

Dear Hiring Manager,

I am writing to express my interest in a Finance or Administrative position within your organization. With a strong background in financial processing, reporting, and administrative operations, I bring hands-on experience in managing cash flow, liquidation, and reconciliation in fast-paced environments.


In my current role as a MI Partner Relationship Senior Assistant at CARD Pioneer Microinsurance Inc., I handle financial transactions such as cash advances, reimbursements, and liquidation reports while ensuring accuracy and compliance. I also prepare sales and remittance reports, maintain detailed financial records, and support underwriting and operational processes. My previous experience as a Corporate Auditor and Cashier further strengthened my ability to analyze discrepancies, manage high-volume transactions, and maintain financial integrity.

I am highly detail-oriented, organized, and committed to delivering accurate and timely results. I am confident that my skills in financial reporting, data management, and process improvement will contribute positively to your team.

I would welcome the opportunity to discuss how my experience aligns with your needs. Thank you for your time and consideration.

Sincerely,

Norilyn Galano Faeldin

 +63 907 216 6965

 Norilyn.faeldin18@gmail.com