Date: August 27, 2025

To:
Hiring Manager
Hami DajuVai (HDV)
Lalitpur, Nepal

Subject: Application for the Position of Admin Finance Associate

Dear Hiring Manager,

I am writing to express my interest in the Admin Finance Associate position at Hami DajuVai (HDV) with over 3+ years of experience in finance and administration roles within donor-funded projects, I bring a strong foundation in financial documentation, stakeholder coordination, and operational support. My academic background in Finance and Banking, currently pursued at Tribhuvan University, complements my practical experience and commitment to excellence.

During my tenure with organizations such as the Children as Zones of Peace National Campaign (CZOP) and the Institute of Human Rights & Communication Nepal (IHRICON), I have successfully managed petty cash systems, coordinated bank transactions, supported event logistics, and maintained accurate financial records. I am confident that my ability to work collaboratively with cross-functional teams and my attention to detail will contribute positively to the operational efficiency of Hami DajuVai (HDV).

I am particularly drawn to your organization's mission and values, and I am eager to support your initiatives with integrity, professionalism, and a proactive mindset. I am fluent in both Nepali and English, proficient in MS Office tools, and well-versed in handling administrative and financial tasks in dynamic environments.

I would welcome the opportunity to discuss how my experience and skills align with your needs. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Warm regards,
Rajib Magar