Ujjwol Sapkota

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Date: July 28, 2025

To

The Hiring Team

Hami DajuVai

Subject: Application for Admin and Finance Associate Position

Dear Sir/Madam,

I am writing to apply for the position of Admin and Finance Associate at your organization. I am currently studying Bachelor of Business Administration (BBA) at Bhaktapur Multiple Campus and will be completing my degree soon. I am very interested in this opportunity because it matches my background and what I want to do professionally.

I recently completed a two-month internship at Global IME Bank Ltd, where I got practical experience working with financial documents, customer handling, and day-to-day office tasks. This experience helped me learn how financial and administrative systems work in real life.

I am comfortable using Microsoft Office, especially Excel, and I have also done a basic computer course. I am fluent in both Nepali and English, and I believe I have good communication skills. I am a quick learner, hardworking, and I enjoy working as part of a team. I believe these qualities will help me support the finance and admin team effectively.

Thank you for taking the time to read my application. I have attached my resume for your review. I hope to get the chance to talk more about how I can be a good fit for your team.

Sincerely,

Ujjwol Sapkota