

Ravi Mehta

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Ms Janet Coyle
Finance Manager
Ouse Meadow Foods Ltd
Riverside Way
Bedford MK41 9RT

Dear Ms Coyle

Application for Assistant Management Accountant

I am applying for the Assistant Management Accountant role at Ouse Meadow Foods. I am AAT qualified, I have passed four ACCA exams and I have four years' experience in the finance team of a manufacturing business.

At Chiltern Precision I prepare month-end accruals, prepayments and journals, reconcile eight balance sheet accounts each month, and prepare the quarterly VAT returns for review and submission through Making Tax Digital software. I produce departmental cost reports for the management accounts pack by the fourth working day.

Last year I moved our supplier statement reconciliations to a monthly routine, which cleared 40 old queries. I would like to move further into management accounting, and costing in a food manufacturer is the work I want to learn.

I use Sage 200, Xero and Excel, including pivot tables and lookups, every day. My CV is attached. Thank you for considering my application.

Yours sincerely

Ravi Mehta