

COVER LETTER

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Dear Hiring Manager,

I am writing to express my interest in any suitable position within your organization. I hold a Higher National Diploma in Banking and Finance from Kwara State Polytechnic and have practical experience in finance operations, inventory management, and administration.

I have worked as a Finance Officer at Grocery Bazaar Superstore, where I handled financial transactions, bookkeeping, budgeting support, and vendor coordination. I also previously served as a Warehouse/Inventory Officer at 7Up Bottling Company PLC, gaining strong experience in stock control, logistics, and operational efficiency. In addition, I completed my NYSC as a teacher, which strengthened my communication, organizational, and leadership skills.

I am detail-oriented, reliable, and proficient in MS Office and basic accounting software. I am confident that my skills, adaptability, and strong work ethic will enable me to contribute positively to your organization's goals.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experience can be of value to your organization.

Yours sincerely,

Abioye Dare Olayemi