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## Write a Letter/Application for the post of an Accountant

**Question:** New India Anodisers, A-10, Phase II, Mayur Vihar, New Delhi, advertised regarding the vacancy for **the post of Accountant**. In response to it, apply for the post, giving your bio-data. You are Saran/Saranyan, Lajapat Nagar, Delhi.

OR

**Question:** You are Shilpa/Sameer living in Bangalore. You have just completed your studies and are looking for a job. While browsing through the Hindustan Times of 26.1.200..., You come across the following advertisement. **Choose a post for which you think you are suitable. Send your application in response to this advertisement.**

An upcoming processing unit in Golagaon requires the following staff:

1. Food technologist: 2 yrs. degree/diploma in food technology having 1-2 years lab experience.
2. Accountant: B. Com with minimum experience of 4-5 years in a manufacturing concern and conversant with sales tax laws.
3. Receptionist: Young female candidate fluent in English with good communication skills and proficiency in computer/net surfing with 2-3 years experience.

Please send your detailed resume within seven days to the Manager, fancy foods, sector-68 Golagoan.



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**Answer:**

G-20, M.K Gandhi Road,  
Hyderabad,  
5th August, 200..,  
Pioneers (Pvt.) Ltd,  
Hyderabad,

**Subject:** Application for the post of an Accountant

Sir,

With reference to your advertisement appearing in *The Times of India* dated 1st August, 200.. applications have been invited for the post of an accountant under your kind control. I offer my services for the same and spend below my bio-data for the suitability of the post.

Thanking you,  
Yours faithfully,  
Nipum/Aparna  
Encl.: Bio-Data

## BIO-DATA

Name : Nipum/Aparna

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Father's Name : Sh. C.R. Raman

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Address : G-20, M.K Gandhi Road, Hyderabad-9

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Date of Birth : 5th August, 1984

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**Age** : 29 Years

**Educational Qualifications** : 1. B.Com from Hyderabad University in 2005  
2. M.Com from Delhi University in 2007  
3. C.A from Institute of Chartered Accountants, New Delhi in 2011.

**Experience** : At present working with M/s, Shivam Products, Hyderabad since July 2011

**Salary Expected** : Rs 19000+ Perks

**Marital Status** : Unmarried

**Personal details** : Age 25 years, Height 162 cm, weight 60 kg. Mother Tongue- Telugu

**Hobbies** : Gardening, Photography

**Reference** : Sh. Ram Chawla

Secretary, C.A. Association, New Delhi