

Thabo Nkosi

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The Hiring Manager
Elite Search & Selection

Re: Bookkeeper

Dear Hiring Manager,

I am excited to apply for the Bookkeeper role at Elite Search & Selection. The hybrid setup and focus on a small, dynamic finance team align perfectly with my career goals and work style.

With six years of SAIPA-registered accounting experience, I have managed full-cycle bookkeeping for multiple entities, performed month-end close, and prepared VAT201 and EMP201 submissions via SARS eFiling. My daily use of Sage Pastel and payroll processing on Sage platforms directly matches the core requirements of this position.

I am confident that my strong Excel skills, attention to detail, and ability to juggle priorities independently will add immediate value to your team. I look forward to contributing to Elite Search & Selection's continued growth.

Kind regards,

Thabo Nkosi