Dear Hiring Manager,

I am writing to express my strong interest in the **Digital Transformation Assistant** position at Phoenix Beverages. With a Bachelor of Commerce (BCom) in **Management and Marketing** and a Master’s in **International Business** (MIB), coupled with hands-on experience as a Commercial Project Management Officer at Accenture, I bring a strong blend of analytical, organisational, and stakeholder management skills that align with the demands of dynamic business environments.

In my current role, I work across diverse telecommunication portfolios, collaborating with project managers, senior leadership, contract and financial teams to ensure seamless project delivery and client satisfaction. My responsibilities include resource management (onboarding, tracking, and reporting), financial monitoring (invoicing, receivables, and reconciliation), risk and compliance oversight (including client data protection), and operational support (PO management and tracking, pipeline management, and contract reviews). These experiences have strengthened my ability to manage competing priorities, maintain accuracy under pressure, and foster productive cross-functional relationships.

I am motivated by your company's track record of ensuring digital innovation coupled with strategic business capabilities, which demonstrates a strong commitment to delivering excellent results. Being part of a team that continuously pushes the edge and welcomes innovative techniques is where I can thrive and grow in my next career step. I take pride in being a proactive team player with a strong commitment to delivering measurable results and driving organisational success. I am convinced that my knowledge and dedication to accomplishing organisational objectives will make me a valuable asset to your company.

Thank you for taking the time to examine and review my application.

Kind regards,

Chetash Koolomuth