

Adeline J. Dempster

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The Hiring Manager

KIM TRADING & INVESTMENT GROUP

Dear Hiring Manager,

I am writing to express my strong interest in the **ASSISTANT CASH TELLER** position at KIM TRADING & INVESTMENT GROUP Liberia. With a Bachelor's degree in Public Administration and extensive experience in field monitoring, data verification, and project coordination, I am prepared to take full responsibility for the end-to-end monitoring and evaluation of school feeding processes within your program.

The core of this role requires a professional who is disciplined in "checking and verifying." My background directly supports the rigorous Monitoring and Evaluation (M&E) AND Management standards required by KIM TRADING & INVESTMENT GROUP:

- **Rigorous Monitoring & Evaluation:** In my previous role as a **School Data Record Officer**, I was responsible for the accuracy of institutional data. I will apply this same precision to KIM TRADING & INVESTMENT GROUP by conducting daily checks on financial preparation, portion sizes, and standards to ensure record compliance.
- **Inventory & Stock Management:** As a former **Paymaster and Office Manager**, I have a proven track record in financial and resource accountability. I am highly skilled in reconciling

physical stock against delivery ledgers, identifying discrepancies, and ensuring that every bag of food reaches the intended beneficiaries without diversion.

- **Field-Based Oversight:** My experience as an **Enumerator** has prepared me for the physical and logistical demands of teamwork. I am comfortable traveling to various sites to conduct spot checks and verify daily record.
- **Stakeholder & Community Engagement:** Through my work with the **SPPCC and CSO Platform**, I have mastered the art of community liaison. I can effectively train and supervise clients and ensuring they understand KIM TRADING & INVESTMENT GROUP standards and trust.
- **Technical Reporting:** I am proficient in Microsoft Office and data collection tools, enabling me to provide clear, evidence-based weekly reports that highlight program impact or flag urgent operational risks for immediate action.

I am a proactive professional who thrives in roles where "accuracy meets impact." I am eager to use my skills to ensure KIM TRADING & INVESTMENT GROUP business remains transparent and efficient.

Thank you for your time and consideration. I am available for an interview at your earliest convenience to discuss how my monitoring expertise can benefit your team.

Sincerely,

Adeline J. Dempster