Nigatu Melese Adane

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**Integrated Service on Health and Development Organization /ISHDO/**

Addis Ababa, Ethiopia

Dear Sir or Madam:

In response to the recent advertised position on position of Grant Compliance Specialist. I would be very grateful if you would consider me for the vacancy. You will see from my enclosed CV that I match your requirements precisely, and I am more than able to assist and provide in your finance and Administration section.

Offering over 10 years of proven experience developing and implementing analytical and strategic financial and Administration processes for major international and Non International institutions, I am a dynamic and innovative Accountant, Finance and Admin, Budget, Grant and Compliance Executive. I possess solid fundamental knowledge financial principles that can be applied International organizational and NGOs.

A key skill I have acquired during my previous roles is the ability to successfully implement and manage new accounting systems and procedures. I enjoy the challenge of integrating a new system and working with the wider international team to ensure a smooth and productive workflow.

I will bring to your company not only my years of expert experience but also my personal drive for results and positive outcomes. I am prepared for the next challenge in my career and look forward to hearing from you.

I believe I possess the necessary experience and qualification for your consideration.

Thank you for the time you have taken to review my application.

Sincerely,

Nigatu Melese