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To: Integrated Service on Health and Development Organization /ISHDO/  
Addis Ababa

Dear Sir/madam

I'm writing to express my interest in the position of **Grant compliance Specialist** at your esteemed Organization. I am confident in my capacity to contribute to the long-term success of your prestigious organization since I possess the necessary knowledge, experience, and leadership skills. I have a BA in accounting and finance from Hawassa University as well as an MSC in accounting and finance with a thesis. I have more than 15 years of practical experience working in various national and international NGOs in the areas of grant management, finance, administration, and logistics, including **Grant Manager in USAID/IOTI, Finance and Admin Coordinator at Pharo Foundation, Grant, Contract and Finance Officer at Pact Ethiopia, Area Finance Head and Finance and Administration Head at CARE Ethiopia, Director of Administration and Finance at Nuru International Ethiopia**, and I have more than three years' experience in peace program funded by USAID.

I'm more interested in this role because I've shown proficiency in Grant managements, administrative and financial matters at all levels of employment, from entry-level to executive. I have acquired great organizational and time management abilities via my different grant managements, administrative and financial roles, which would be highly beneficial for my previous organization. My areas of expertise are all the grant, accounting and office management that go into running a successful firm. My assertion is backed by the fact that I provided the grantee and new hires with training on the organization's grant, financial, administrative, logistical, and procurement regulations to acquaint them with the brand-new environment of the company. **I have more than 10 years' experience in USAID funded project and well equipped myself with the USAID policy and procedure.** I expertise handling customers, ensuring that all systems and payments are in place, and performing all types of administrative and financial tasks.

In addition, I have a strong attention to detail when it comes to making sure that procedures are precise and efficient, particularly when dealing with the grant managements and financial payments. I do not hesitate in taking initiatives and owning assigned responsibilities as they are essential leadership qualities. Apart from that, I have also performed well as a team player with flexibility and optimistically working under pressure.

I am also a strong-willed person with the potential to lead the team while exceeding the employer's expectations. I will be well-equipped to handle any challenges relating to my daily grant, finance, and administration activities thanks to my fifteen years of real-world experience working in finance and administration in a multicultural setting with staff members of various ethnicities. I can effectively communicate verbally and in writing, and I have great interpersonal skills. I have a strong background dealing with donor, project managers, financial directors, and partners. I possess strong computer application abilities.

I'll be delighted having a chance to discuss the contributions I can make to esteemed organization. Please review my resume and if more details are required you can contact me at +251-911379015/+251-91651705/+251-916829577.

Thank you for time and interest.

With regards

Sisay Oljera