P.O. Box 80350

Addis Ababa

Ethiopia

Dear sirs and or (madam),

I am applied for Grant Compliance Specialist **as** per announcement ethiojobs.net. I studied accounting with BA degree from Addis Ababa University. I studied some campus courses for my MBA in US in Maharishi University of Management. I did on financial statements on accounting soft wares and manually to users using GAAP and international standards and other reports meeting deadlines depending on strategies and policies when I was Poverty Action for Civil Society. Donors’ guidelines’ and policies’ were followed to do my jobs. I prepared vouchers, checks, on staffs’ accounts and support jobs of external auditors when I was in United Nations Staffs Saving and Credit Association in collaboration with stakeholder sand guidelines’ and policies’ were followed. In National Bank of Ethiopia by advanced tech and soft wares to developed computer programs for different functions of the bank using standards’. I have worked with work teams, made a budget and discrepancies were reported to Management according to guidelines when I am in Rift Valley Children and Women Development using guidelines’ and policies’. I worked on fixed assets and others according to policies, procedures and guidelines of UNSSCA and other agencies. I have good experience on processing payroll and other accounting systems in USA using GAAPs. I have done on inventories and prepared budgets and made accounting reports and ensured internal control procedures over accounts when I was I was in different organizations using GAAPs, procedures’ and guidelines’ and policies’. I hope the application will be considered my application and communicate to me by my e-mail address [solomonmintes@gmail.com](mailto:solomonmintes@gmail.com) and/or tel. nos. +251973855236/+251960109161.

Sincerely,

Solomon Mindaye