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

**Addis ababa**

**Dear Recruiters,  
With due reverence, I am highly beholden and engrossed to apply for the vacancy position of grant specialist. For this position I have liberal work experiences and at present I am working at senior level in the position of grant management. Before holding this new position I was a senior accountant and working in the Organization for Rehabilitation and Development in Amhara (ORDA). I have very good communications skills: written or/and oral. I also have the ability to work with computers user-friendly as demanded like MS-Word, MS-Access, MS-Excel, Power point ,Peach tree accounting,/ accounting software , Statistical package for social science (SPSS) ,outlook  etc.  
 Beside my computer dexterity, I have very strong  mathematical skill and ability to do complex financial calculations.  Comfort in performing data and operational analysis to provide insight into financial matters, edit and review Knowledge of Charity regulations and directives.  
 Initiative and finesse with multiple tasks; attentiveness to details and advanced proficiency of Peachtree.  
I also  acquainted & have enough knowledge of different donor funded projects, like Norgian, United states Agency for international development/ USAID), Eu/uk, care wash , Italian and  Germany,  Swedish international development  agency (SIDA) and Canadian funded projects since my organization is working with foreign partners as an NGO institution.  Strong knowledge of USAID funded projects rules and regulations can be considered as my personal asset. This strong Knowledge and compliance of USAID rules and regulation can make me the best candidate for the vacancy announced.  
 I am able to work with a team with hardship areas. I graduated from Bahir Dar University with a Masters of Business Administration (MBA) & BA degree with accounting from Ethiopian Civil Service University & have justified work experiences with commensurate tasks approved by my current curators.  Thus, owing to my experiences and education background, I consider myself as the right candidate for the vacancy post. Taking this into account, I would like to be painstaking for the aforesaid vacant post. If you consider my application auspiciously, I am very interested & stanched my endeavor enthusiastically and more my time for the triumph of your organizational goal.    
  
With kind regards,  
Habtamu Yilak  
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 BA  in accounting  
 Senior grant management office at ORDA, Ethiopia.  
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