**Nardos Alemayehu**

Ethiopia Addis Ababa, Bole sub city

Cell: +251-941-13-18-52

Lovebenar2006@gmail.com or Nardos.Gebeyehu@jhpiego.org

## Subject:  National Finance & Administration Officer - Dessie Rehabilitation

Dear Sir/Madam,

# I am Writing to apply for Grants Compliance Specialist in Integrated Service on Health and Development Organization /ISHDO/. I am a professional with over 10 years of experience in the business and finance, administrative sectors. In my current position as Finance Officer /Acting Finance manager for Jhpiego- Johns Hopkins Program for International Education in Gynecology and Obstetrics with USAID implementer which is working with Ministry of Health in Ethiopia and other stake holder in health related sectors. I monitor financial records for accuracy optimize financial and Grant related task practices for maximum goal and maintain accurate financial documentation.

My expert knowledge has earned me accolades from former employments and clients for saving them money time and frustration. I would love to bring this level of professionalism and expertise to **Grants Compliance Specialist in Integrated Service on Health and Development Organization /ISHDO/.**

 Am looking forward to speaking with you in person about my further qualifications and my aim. Please contact me by phone or email to arrange an interview. Thank you in advance for your time and consideration.

Sincerely,

Nardos Alemayehu