Aplication letter

Date:- 10/11/2022

Name: - Kindie Muluneh

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### To:- Integrated Service on Health and Development Organization /ISHDO/

### Position:-  Grant compliance specialist

Dear Sir /Madam

I am interested and looking forward to apply for job arisen from your organization. And really, I hope without any hesitation your organization will accept my application to work. I was graduated from Adama Since And Technology University on July 7/2016 with BA Degree Department of Accounting and Finance.

I have basic knowledge with theoretical and practical in accounting and finance. I am confident and have enough potential to fulfill and fit in well in any post of responsibility as far as my line is concerned and to contribute my part in achieving in your institutional objectives. The foundation of my achievements to date line in my ability to organize my time effectively, efficiently, prioritize tasks and use my initiative to come up with solution to problems. If I am an employee of your organization, I would try my best regards toward the progress of your office by the duties and responsibilities of my profession on which I am going to be appointed .I am available for any interview at any time, and should you require any further information then please do not hesitate to contact me.

Your Sincerely

Kindie Muluneh

Curriculum vita/cv/

1. Personal information

* Name: Kindie Muluneh
* Birth date 21/06/1994 G.C
* Address: Addis Ababa
* Tele: 0935856194/092684039
* Marital Status: Single
* Age ;- 27
* Sex: -Male
* Nationality: Ethiopian

1. Educational Status

* BA Degree in accounting and finance from Adama since and technology university

1. **Work Experience 5 year**

* Dates/from 09/09/2009 E.C to 01/03/2012 E.C work at ministries of Trade and Industries with position of junior accountant and from 03/03/2012 up to 15/11/2014 E.C work at sheger mass transport service enterprise in sales and finance department as accountant.

**4.** Main Activity and Responsibility

* Planning day to day finance activity
* Preparing receipt voucher and payment voucher
* Assess and evaluate different finance documents
* Assisting in the preparation of budgets
* Managing records and receipts
* Reconciling daily, monthly and yearly transactions

**5 .** Language Skill

* Amharic/National language/ Mother tongue
* English Excellent in Reading, Writing, leasing and Verbal

6. Computer Skill

* Excellent in MS Word, Excel, and Power Point

1. Reference

* Mr, Messie Belay Derse work at Wegagen bank as customer service officer at Goffa Branch . Phone no: 0926840778/0926840439
* Mr. ,Ayalew Asemare work at Buna bank customer service officer at lebu branch phone no: 0946994163





