**TESHOME LEGESSE**

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Human Resources, ISHDO Ethiopia

Dear Sir/Madam,

I would like to apply for the position of Grant Compliance Specialist which you have advertised online for duty base of Addis Ababa.

I believe I meet all the requirements listed in your advertisement. Since I am graduate of Accounting with many years of direct experience, I have deep knowledge of accounting and financial management. I am proficient in general accounting, Annual Budget Preparation, Proposal Budget Preparation, Bank Reconciliation, Payroll Preparation, Banking Activities, Cash Management, Financial Reporting, Audit Facilitation, Period End Closing, etc.

I have good command of English on top of local languages of Amharic and Afan Oromo. I have good command of computer software like word processing, Spreadsheets, Enterprise Resource Planning Software, etc.

I was graduated with BA degree in Accounting & Finance from Mekelle University in the year 2006. My experience of about 13 years in different organizations of commercial, governmental and international nongovernmental organizations made me competent for this position. In addition to that, I am certified for Accounting and finance occupational Competency from Accounting and Auditing Board of Ethiopia. I am authorized accountant too by the same Organization.

I also possess very good Microsoft Office Applications and different accounting software skills like SunSystem, Navision, Agresso, Pamodzi, IBEX, Peachtree, etc. So, I am sure that I will be resource person for the financial management and success of your organization in meeting its objectives. it matches with my qualification, experience and skills. So, I would like to take part in life saving activities of humanitarian organization like that of yours by contributing to good financial management.

With my Bachelor Degree from Mekelle University in Accounting and Finance, I have more than ten years of work experience. I attached my supportive documents.

Thank you very much for your attention. I am looking forward to hearing from you.

Kind Regards,

Teshome Legesse